

City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

CITY COUNCIL REGULAR MEETING AGENDA

**Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens**

Tuesday, October 23, 2018 – 7:00 p.m.

NOTE:

WORKSHOP ON VOUCHERS AT 6:45 P.M.

CALL TO ORDER:	7:00 P.M.	Mayor
PLEDGE OF ALLEGIANCE		Council President
ROLL CALL		
APPROVAL OF AGENDA		Council President
GUEST BUSINESS:	Jeff Ketchell, Snohomish Health District Doug Levy: Legislative Priorities	Mayor Mayor
CITIZEN COMMENTS		
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT REPORT	Update	
CONSENT AGENDA:	*A Approve 2018 Vouchers *B Approve Joint Meeting City Council-Lake Stevens Sewer District Minutes of October 9, 2018 *C Approve City Council Regular Meeting Minutes of October 9, 2018 *D Approve Lease with Family Center	Barb Kathy Kathy Gene
PUBLIC HEARING:	*E Adrian Annexation Acceptance of 60% Petition *F Amendments to LSCM Title 14 re Design Review	Dillon Russ

Lake Stevens City Council Regular Meeting Agenda

October 23, 2018

ACTION ITEMS:	*G Approve Resolution 2018-31 Supporting Commercial Air Service at Paine Field	Gene
	*H Approve Resolution 2018-32 re 2019 Community Development Block Grant Funding for Frontier Heights Park Improvements	Jim/Russ
	*I Approve Resolution 2018-33 Veteran Friendly Employer and Veteran Friendly City	John D.
	*J Approve Ordinance 1037 re Utility Taxes	Josh
	*K Approve Resolution 2018-24 re Unification with Sewer District	Gene

DISCUSSION ITEMS:	#L Chamber of Commerce Lease	Gene
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EXECUTIVE SESSION:

ADJOURN

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 334-1012, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions

Administration Division

October 13, 2018

The Honorable John Spencer
City of Lake Stevens
PO Box 257
Lake Stevens, WA 98258

RE: Collaborating Together for a Healthier Lake Stevens

Dear Mayor Spencer and Members of the Lake Stevens City Council:

You work hard every day to ensure the people of Lake Stevens have healthy places to live, work, and play. This concerted focus and your investments help foster thriving communities that attract families and businesses. The City of Lake Stevens' per capita contributions in 2018 have enabled the Snohomish Health District to continue serving as your community's chief health strategist, and for that we are deeply grateful.

In 2018, the Health District has continuously focused on internal and external improvement. Highlights of our efforts of moving toward a simpler, safer, and healthier Snohomish County include:

1. Bolstering community opioid response efforts as a founding member of the Multi-Agency Coordination (MAC) Group.
2. Substantially strengthening the infrastructure backbone of our agency.
3. Seeking sustainable public health funding through a coordinated request to the Governor for foundational public health services in the 2019-21 biennium.
4. Developing much-needed plans and procedures as we move toward becoming an accredited public health agency.
5. Looking toward the future of public health in Snohomish County, and planning accordingly.

OPIOID PREVENTION & RESPONSE

The Health District has been an active member of the MAC Group since its inception. We've identified and acted on over 30 objectives as the lead for emergency service function (ESF) #8: Health & Medical. Some of those accomplishments include:

- Distributed over 500 medicine lock bags and over 1,000 needle clean-up kits.
- Educated over 100 physicians on opioids and prescribing practices.
- Conducted a second 7-day point-in-time survey for opioid overdoses (attached).
- Assessed and identified strategies for neonatal withdrawal syndrome (babies born to mothers with an opioid use disorder).
- Published the first opioid prevention resource guide of its kind in the state.
- Leveraged state and federal resources to acquire funding needed to continue and expand MAC Group efforts in 2018-2019.
- Hosted a training with the Economic Alliance of Snohomish County on substance abuse and the role employers play in the solution.

We also have some other activities coming up:

- Hosting a training for dentists on opioid use disorder.
- Developing a burden of disease model that will report the number of Snohomish County residents abusing or misusing opioids.
- Hosting a conference in early-2019 for maternal-child health professionals addressing the many facets that the opioid epidemic brings.
- Working with local providers and pharmacies to get more opioid awareness out to patients, as well as easier access to locking medicine bottles, bags, and boxes.

HEALTH DISTRICT INFRASTRUCTURE

One of the key practices of a chief health strategist is to utilize state-of-the-art business practices. We have made several improvements this year including:

- Increased convenience for residents and business through new online services for applying for permits, submitting complaints, and requesting birth and death certificates.
- Contracted with Snohomish County for IT services to provide increased capabilities and security.
- Implemented NeoGov platform for streamlined recruiting and human resources functionality.
- Launched NovusAgenda for board and committee packets, allowing for greater transparency with the public and stakeholders.
- Contracted with Code Publishing to develop a searchable and user-friendly online version of our code for easy access for the public and employees.
- Invested in an online Learning Management System that will be utilized for community trainings in the future.

Launching by year-end are:

- A new website and enhanced communication channels in November.
- A new financial system that will allow for more robust and reliable reporting options.

ACCREDITATION

Last year, the Health District began its pursuit of national accreditation through the Public Health Accreditation Board (PHAB). A significant component is the launch of our *Building a Culture of Quality Plan* (fact sheet attached) that includes:

1. Performance management, quality improvement, and workforce development systems
2. Community Health Assessment (to be completed December 2018)
3. Community Health Improvement Plan (to be completed May 2019)
4. Strategic Plan (to be completed September 2019).

FOUNDATIONAL PUBLIC HEALTH SERVICES (FPHS)

The Washington State Legislature made an initial investment of \$12 million for foundational public health services in the 2017-2019 biennium, representing a one-time, partial restoration of cuts to public health services that were made during the Great Recession.

The Health District used a portion of those dollars to bolster its prevention, tracking and response efforts centered on sexually transmitted infections – in many cases, higher than the state average – including new partnerships with local military installations and tribal nations. This funding also allowed the Health District and its partners to quickly respond, contain, and stop a measles outbreak earlier this year before it spread to the community.

City of Lake Stevens
Page 3

However, without securing ongoing, stable, and dedicated funding for foundational public health services, our communities are left unprepared for public health emergencies; vulnerable to the spread of communicable diseases; at risk for food, water, and environmental health threats; and without resources to adequately track data critical to identifying and responding to emerging threats.

That is why a joint request from all 35 local health jurisdictions, the Washington State Department of Health, the State Board of Health, and tribal public health agencies has been made to Governor Inslee. A study was conducted—as requested by the legislature—to quantify the gap between existing and needed resources. To fully fund communicable disease prevention and response, environmental health services not covered by fees, assessment, and infrastructure capabilities like IT and communications, the system-wide gap was identified as \$296 million per biennium. This FPHS funding request will be a major initiative this coming legislative session, and our governmental public health system remains confident that we will be successful in the request.

In the meantime, I am humbly asking for your support in two ways: contributing \$2 per capita for one more year to help bridge the gap until the legislature acts, and join us in advocating for sustainable public health funding at the state level so that your limited resources in 2020 can be refocused toward other local priorities. Attached is *Resolution 18-20* passed by the Board of Health of the Snohomish Health District calling on the Washington State Legislature to fund public health.

We understand each city has different resources and needs. While the funding is important, the relationship is more so. Any investment will pay dividends for the public's health. The staff at the Snohomish Health District take great pride in being a lean and scrappy public health agency. We deliver a strong return on investment while keeping our population safe from disease and injury.

If you have questions, please contact me at jketchel@snohd.org or on my mobile at (425) 512-6294.

Sincerely,



Jefferson Ketchel, MA, RS
Administrator

cc: Lake Stevens City Council
Honorable Sam Low, Snohomish County Council
Dr. Mark Beatty, Health Officer
Heather Thomas, Public & Government Affairs Manager

Att: 2018 Opioid Overdose 7-day Point-in-Time Summary
Resolution 18-20
Building a Culture of Quality Fact Sheet



Administration Division

**SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH**

RESOLUTION NUMBER: 18-20

RESOLUTION SUBJECT: WASHINGTON STATE LEGISLATURE SUPPORT OF FUNDING FOR FOUNDATIONAL PUBLIC HEALTH SERVICES

WHEREAS, the public health system in Washington provides the foundation for the larger health framework, working to prevent illness and disease while supporting the work of community partners; and

WHEREAS, tracking, responding to, and preventing costly food and water contamination and disease outbreaks is essential to protecting the public's health; and

WHEREAS, state and local public health officials, together with local leaders, have identified an agreed-upon set of foundational public health services that should be available for every Washingtonian; and

WHEREAS, after a century of increasing life expectancies, these gains are threatened by new and more complex diseases and emerging threats, putting today's children at risk of becoming the first generation to have shorter life expectancies than their parents; and

WHEREAS, public health's ability to address the social and community conditions could improve health, life expectancy, and quality of life, while also reducing related health care costs and productivity losses; and

WHEREAS, the public's well-being is also threatened by public health's inability to meet its basic responsibility to provide these foundational services due to changes in its funding structure, complex and new diseases, and growing populations; and

WHEREAS, the motor vehicle excise tax was repealed in 2000, leaving the public health system without an adequate and sustainable funding source; and

WHEREAS, the Washington State Legislature made an initial investment of \$12 million for foundational public health services in the 2017-2019 biennium, representing a one-time, partial restoration of cuts to public health services that were made during the Great Recession; and

WHEREAS, due to this funding, the Snohomish Health District and its partners were able to quickly respond, contain, and stop a measles outbreak in 2018 before it was spread to the community; and

WHEREAS, the Snohomish Health District used a portion of those dollars to temporarily bolster its prevention, tracking, and response efforts centered on sexually transmitted infections – in many cases, higher than the state average – including new partnerships with local military installations and tribal nations; and

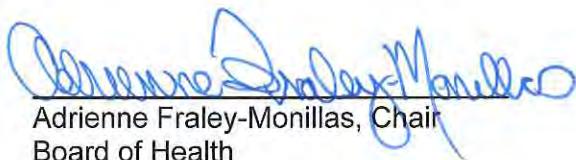
WHEREAS, without securing ongoing, stable, and dedicated funding for foundational public health services, our communities are left unprepared for emergencies like the SR 530 Slide; vulnerable to the spread of communicable diseases like measles, mumps, and STDs; at risk for food, water, and environmental health

threats; and without resources to adequately track data critical to identifying and responding to emerging threats; and

WHEREAS, investing in communities to improve the health and well-being of people could also revitalize and improve economic opportunity, enhancing prosperity in the community and for its residents and businesses.

NOW, THEREFORE, BE IT RESOLVED, the Snohomish County Board of Health calls on the Washington state legislature to allocate sustainable and significant funding necessary to support foundational public health services in all communities and allow public health to continue rebuilding its statewide system with added efficiency.

ADOPTED this 9th day of October 2018.



Adrienne Fraley-Monillas, Chair
Board of Health

ATTEST:



Jefferson S. Ketchel, MA, RS
Administrator

BUILDING A CULTURE OF QUALITY AT THE Snohomish Health District



Benefits

- ✓ Increasing accountability and quality improvement to governance and public
- ✓ Achieving higher standards of operations by accreditation through nationally recognized accreditation board
- ✓ Building collaboration within and outside the agency
- ✓ Accessing state-of-the-art public health practices
- ✓ Increasing state and federal funding opportunities
- ✓ levels of the agency
- ✓ Adapting to changing times and emerging issues

Achievements to Date

Completion of an accreditation gap analysis

Development of a culture of quality work plan that includes:

- Performance management process and system development
- Quality improvement
- Workforce development

2018-2019 Action Plan

We are in the midst of developing some key documents that will help guide the Health District for the next 5-7 years. These include:

- 5-Year Strategic Plan Development and Implementation
- Community Health Assessment (CHA)
- Community Health Improvement Plan (CHIP)
- Accreditation Document Gathering and Application to PHAB
- Health Equity Plan Development
- Review, Development and Implementation of Policies and Procedures
- Performance Management Implementation
- Quality Improvement Implementation
- Workforce Development System Implementation

Key Objectives

Administration

- in processing electronic Land Use applications from 3 to 6 by 12/31/18.
- the required human resource trainings and documentation by 8/30/2018.
- Increase number of policies that support healthier behaviors and environments in Snohomish County to 5 by 12/31/18.
- 100% participation by all by DEM by 12/12/19.
- COOP Plan revised and reviewed by management by 6/30/19.

Environmental Health

- Decreased number of pool barrier violations issued over the seasonal inspection period, 5/1/18 - 8/31/18 by 10%.
- Decreased number of pool water clarity violations issued over the seasonal inspection period from 5/1/18 - 9/3/18 by 50%.
- Increase percentage of routine food safety inspections to 80% by 12/31/18.
- Reduce average response time for Food Plan Review application approval/disapprovals by 25% by 12/31/18.
- Decrease total number of adequate handwashing facility violations by 10% by 5/31/19.
- Decrease number of data entry errors in Envision Connect for all Land Use work by 90% by 12/31/18.

Prevention Services

- Achieve 25 Adverse Childhood Experiences screenings each quarter by 01/01/19.
- Increase to 95% on-time reporting within 7 days of case completion by 12/31/18.
- Increase Medical Home Assessments to 85% of children served by 01/01/19.
- Increase proportion of MSM gonorrhea and chlamydia cases interviewed to 90% by 12/2018.
- Increase proportion of HIV negative men with early syphilis or rectal gonorrhea referred for PrEP evaluation by 25% by 12/31/18.
- in the TB shared drive by 25% by 12/31/18.
- Increase community education opportunities by 33% by 6/30/19.
- Complete 9 of 34 assigned AFIX visits with eligible Region 1 provider sites by 6/30/19.
- Increase fruit and vegetable check redemption rate to 80% in Everett and 83% in Lynnwood by 9/30/19.
- Increase Women, Infants & Children (WIC) program participating caseload by 7% over baseline by 9/30/19.

Quality Improvement in Action

With the successful launch of Envision Connect Online, the Snohomish Health District is making it more convenient for residents and businesses to electronically:

- Submit food establishment, temporary food events, septic design plans for agency review and complaints
- Renew and pay fees
- View inspection histories, status of pending applications and complaints

There are increasing numbers of customers using the online system and giving positive feedback.

ynnwood WIC Clinic location and determined a choke point. A quality improvement project is designed to eliminate the improvements. A customer survey is being designed to determine where clinic actions could be improved. An assessment of the Everett location is being scheduled for the fourth quarter of 2018.

2nd Annual
Point-in-Time
July 9-15
2018

Overdoses were mostly men, with 34 males and 20 females and 3 cases where gender was not recorded.

The youngest age was 17 and the oldest was 73, with 21 of the overdoses being 21-30 year olds.

Saturday had the highest number of overdoses, with Thursday and Friday having the fewest.

Nearly one-third of the overdoses (17 total) happened between noon and 6 p.m.

When looking at race and ethnicity, 77% of the patients were White. Eight were unknown, and the remaining five were either Alaska Native American Indian or Hispanic/Latino.

Of the 57 individuals who overdosed, 13% did not have 911 called in response to their medical emergency.

DISCLAIMER: The data included in this summary is based on voluntary reports received from partners, and should not be considered exhaustive or lab-confirmed.

Opioids in Snohomish County: A Point-in-Time Survey of Overdoses

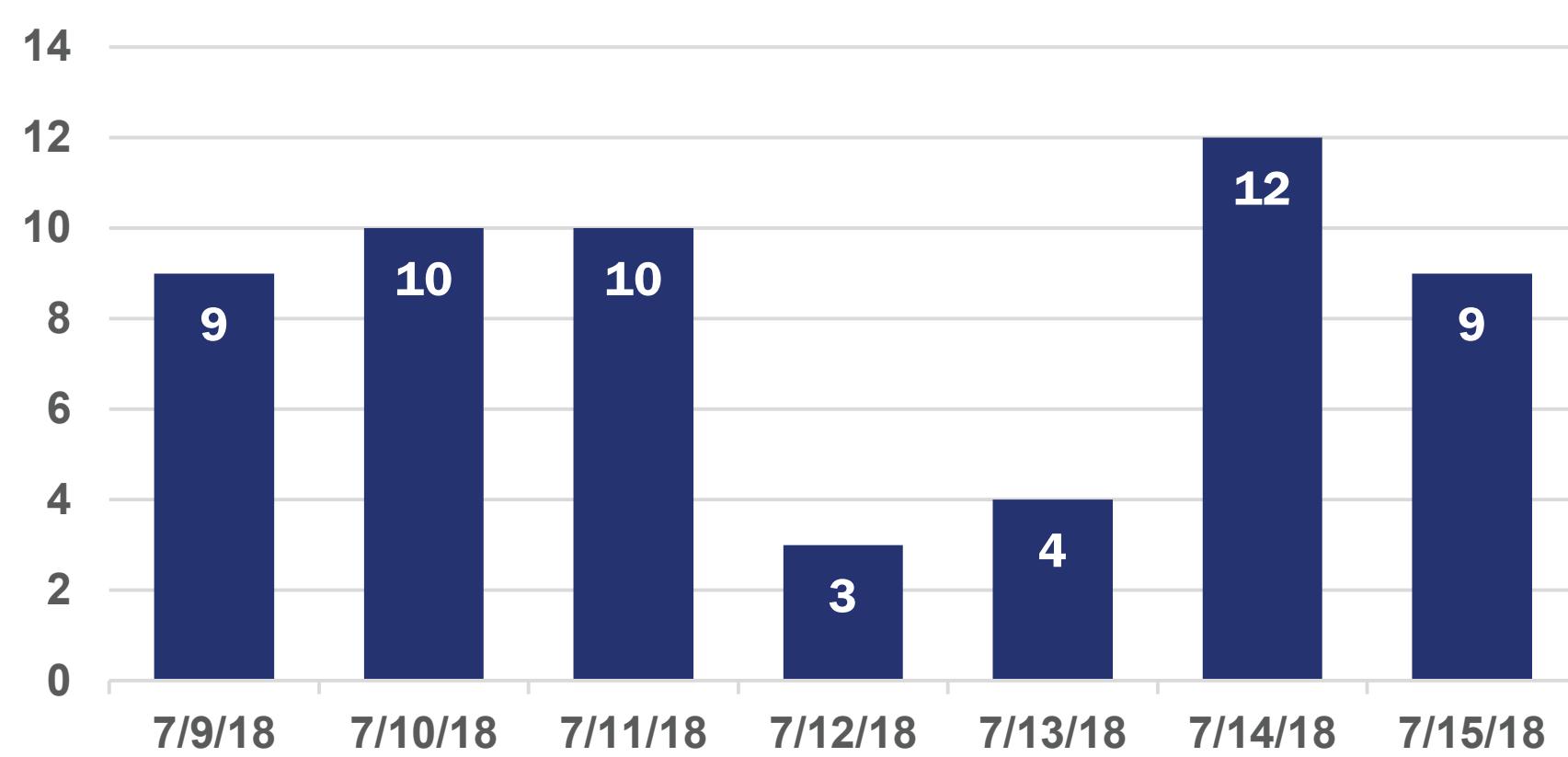
Partners from across Snohomish County took part in a coordinated data collection project focused on opioid overdoses. The information shown below represents reports from local fire, police, EMS, hospitals, the syringe exchange and the medical examiner's office over seven days.

OVERDOSES AND DEATHS

During the 7-day period, a total of 57 overdoses were reported that appeared to be related to opioids. Unfortunately, 2 of those overdoses resulted in death.

12 overdoses in one day
reported on July 14, 2018.

Overdose Count by Date



USE OF NALOXONE/NARCAN

Naloxone, also known as Narcan, is an overdose reversal drug. It is not addictive, nor can it harm a person if used improperly. During this 7-day survey, 72% of the reported overdoses received naloxone or Narcan.

40 lives saved

because naloxone was given during an overdose.

33 patients

received naloxone or Narcan from police or EMS.

7 people

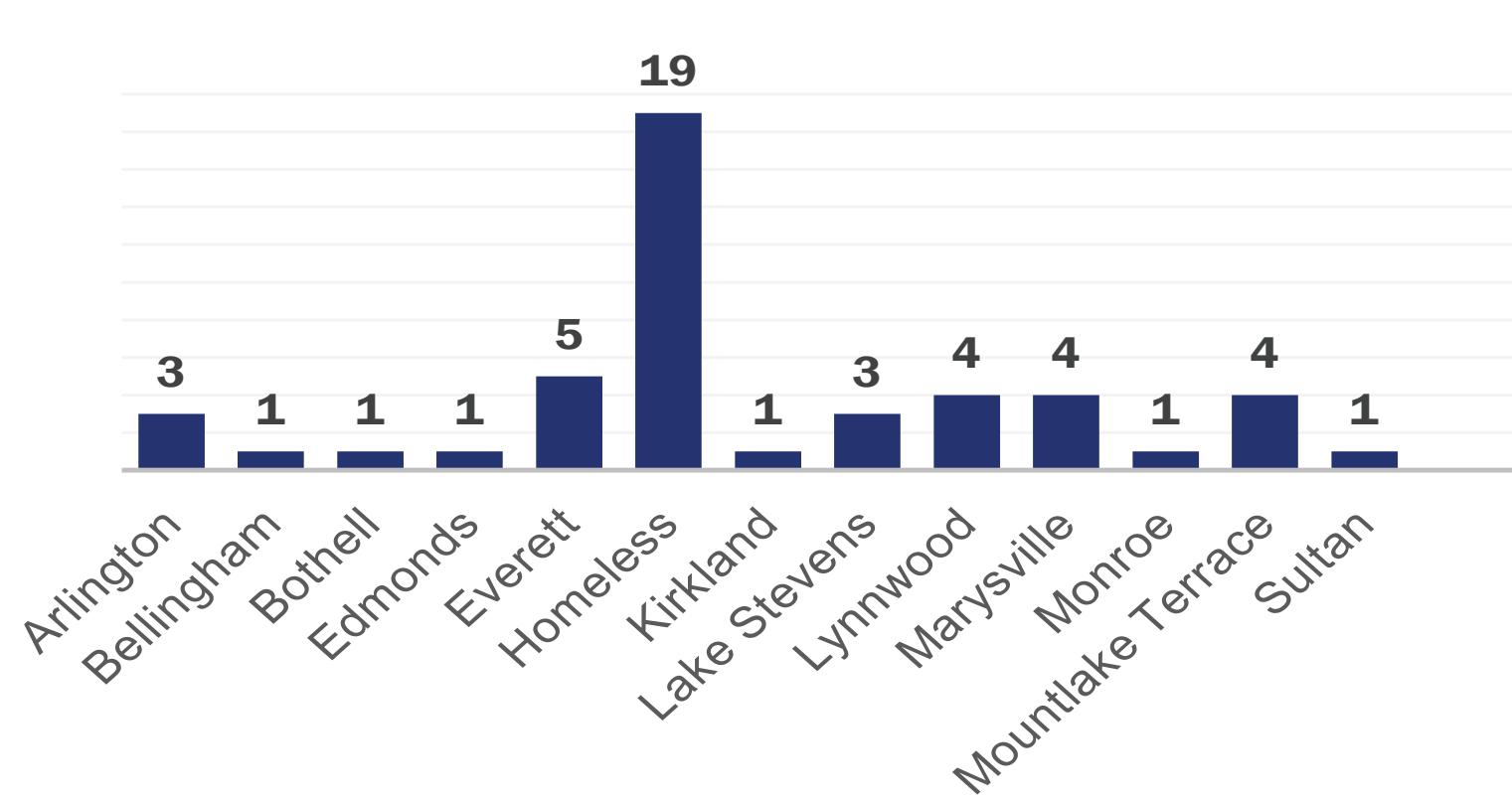
were given naloxone by a friend, family member or bystander.

LOCATION AND CITY OF RESIDENCE

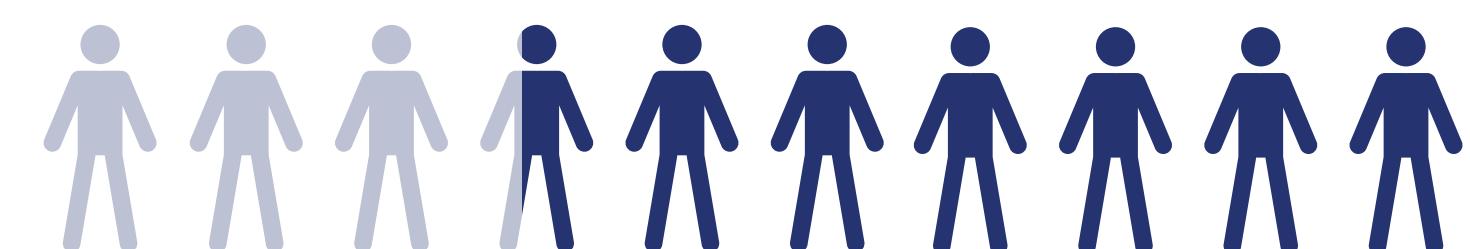
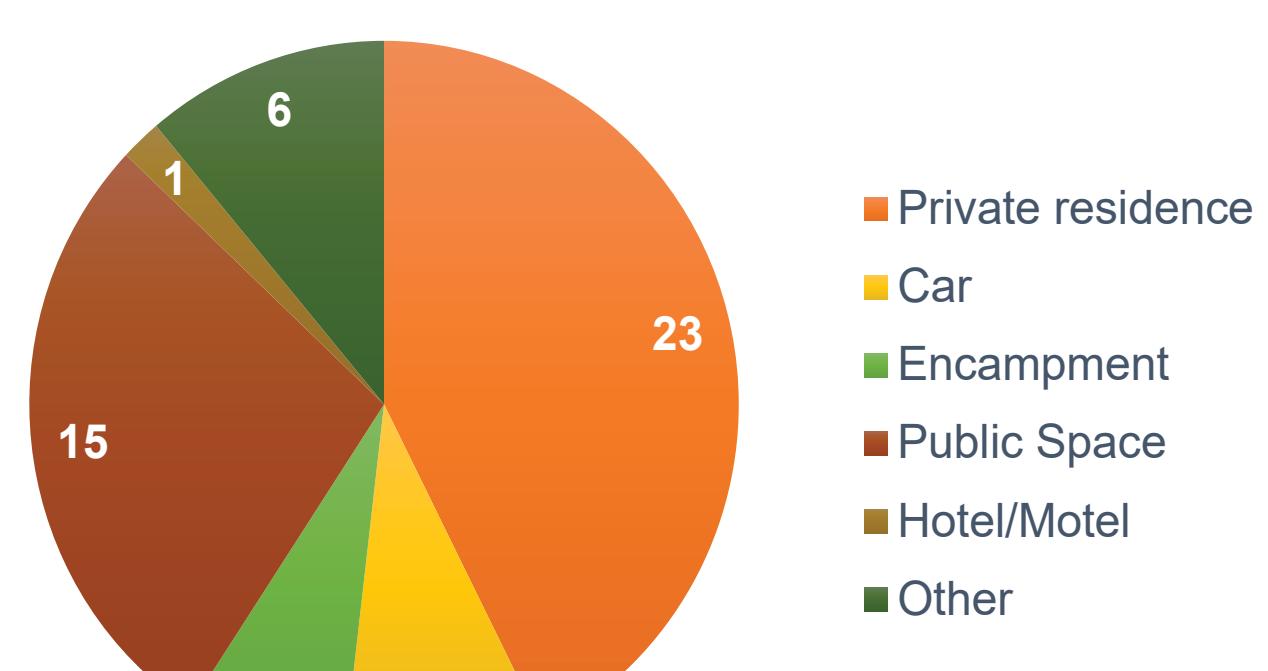
Data was gathered on the location of overdose, both type and city, as well as where the

All but two patients were Snohomish County
unincorporated areas of the county.

Place of Residence (City)



Overdose by Location Type



33% of overdose patients were homeless

SNOHOMISH OVERDOSE PREVENTION

A COMMUNITY COMING TOGETHER TO STOP
SNOHOMISH COUNTY'S OPIOID EPIDEMIC

**2nd Annual
Point-in-Time
July 9-15
2018**

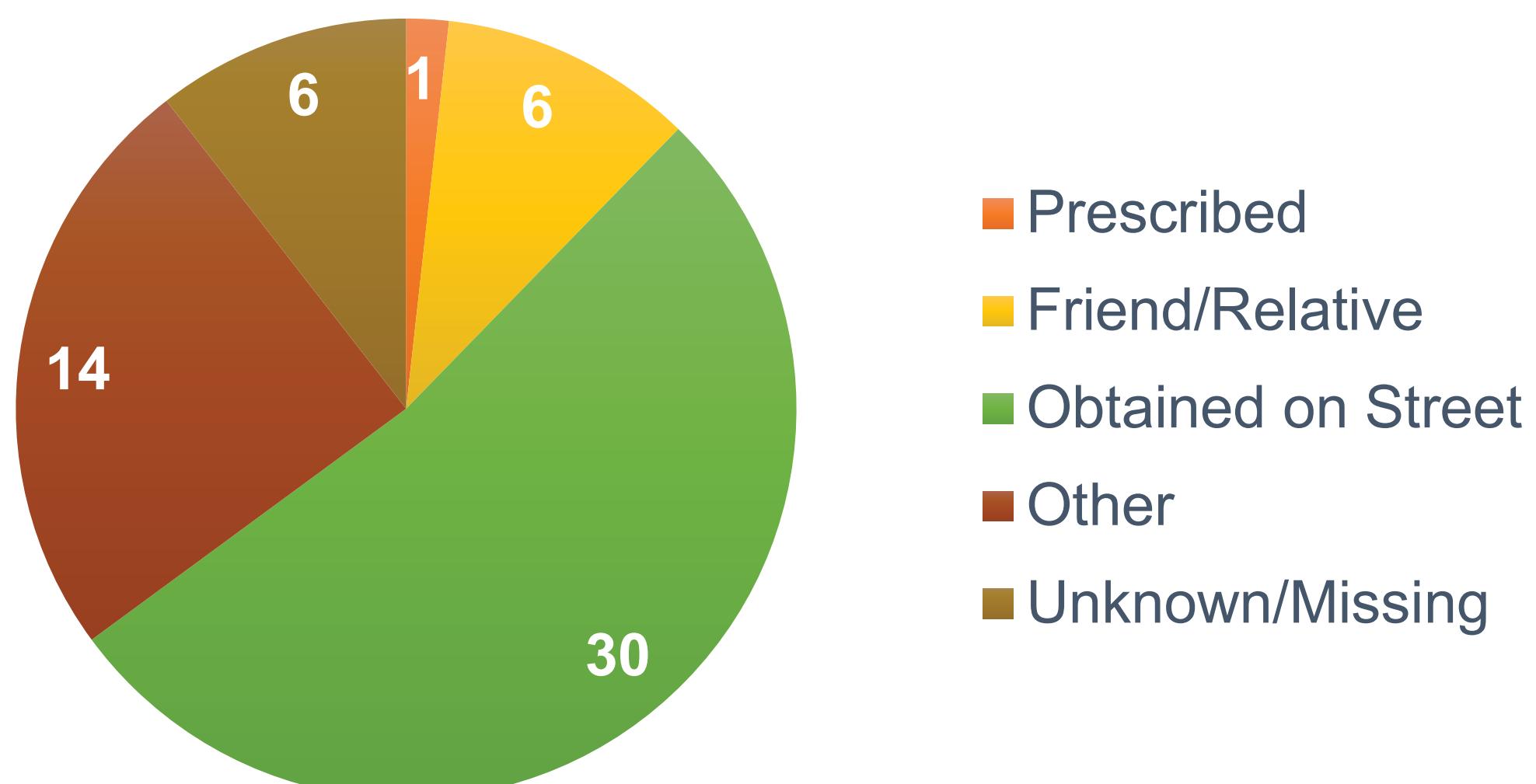
Opioids in Snohomish County: A Point-in-Time Survey of Overdoses

Partners from across Snohomish County took part in a coordinated data collection project focused on opioid overdoses. The information shown below represents reports from local fire, police, EMS, hospitals, the syringe exchange and the medical examiner's office over seven days.

TYPES OF OPIOIDS USED

While no toxicology sample results were available, reports revealed that overdoses were largely due to heroin. In a handful of cases, the overdoses appeared to include a combination of heroin and other drugs like meth, cocaine, Xanax, prescription opioids and alcohol.

Source of Drug(s) Used



SAFETY WARNING

Counterfeit Pills Laced with Fentanyl

Snohomish County has had an increase in overdoses from "Perc-30" pills being sold on the street. These counterfeit fentanyl-laced pills are dangerous and can cause a fatal overdose.



For more safety information, visit
<http://snohomishoverdoseprevention.com/for-current-users>

SNOHOMISH OVERDOSE PREVENTION

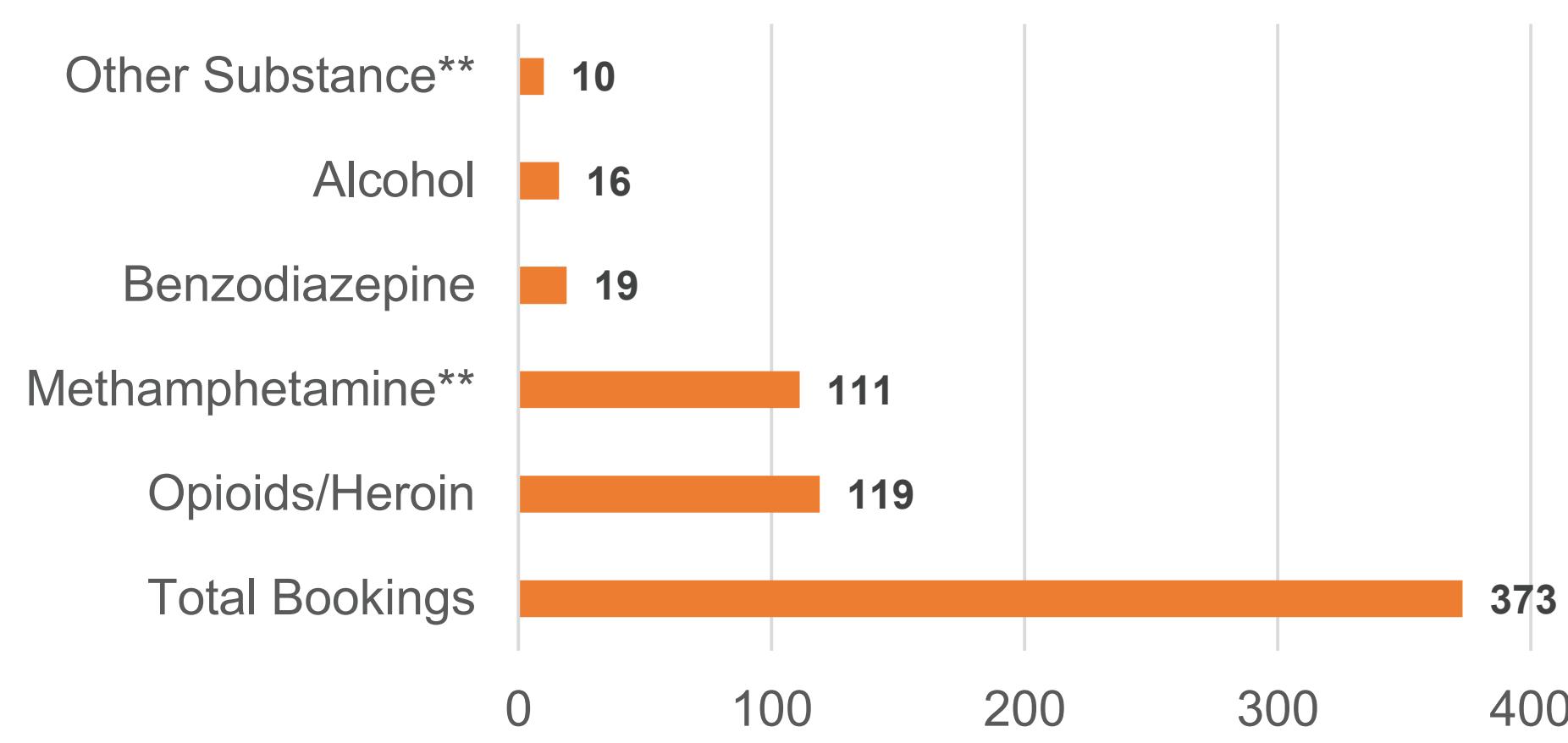
A COMMUNITY COMING TOGETHER TO STOP
SNOHOMISH COUNTY'S OPIOID EPIDEMIC

Thanks to coordination with the emergency department at Providence Regional Medical Center Everett, Snohomish County Regional Drug and Gang Task Force, and AIDS Outreach/Snohomish County Syringe Exchange, the Snohomish Health District was alerted to a spike in overdoses involving counterfeit "Perc-30" pills being sold on the street for approximately \$30 per pill. At least one overdose during the 7-day period was the result of one of these fentanyl-laced pills bought on the street.

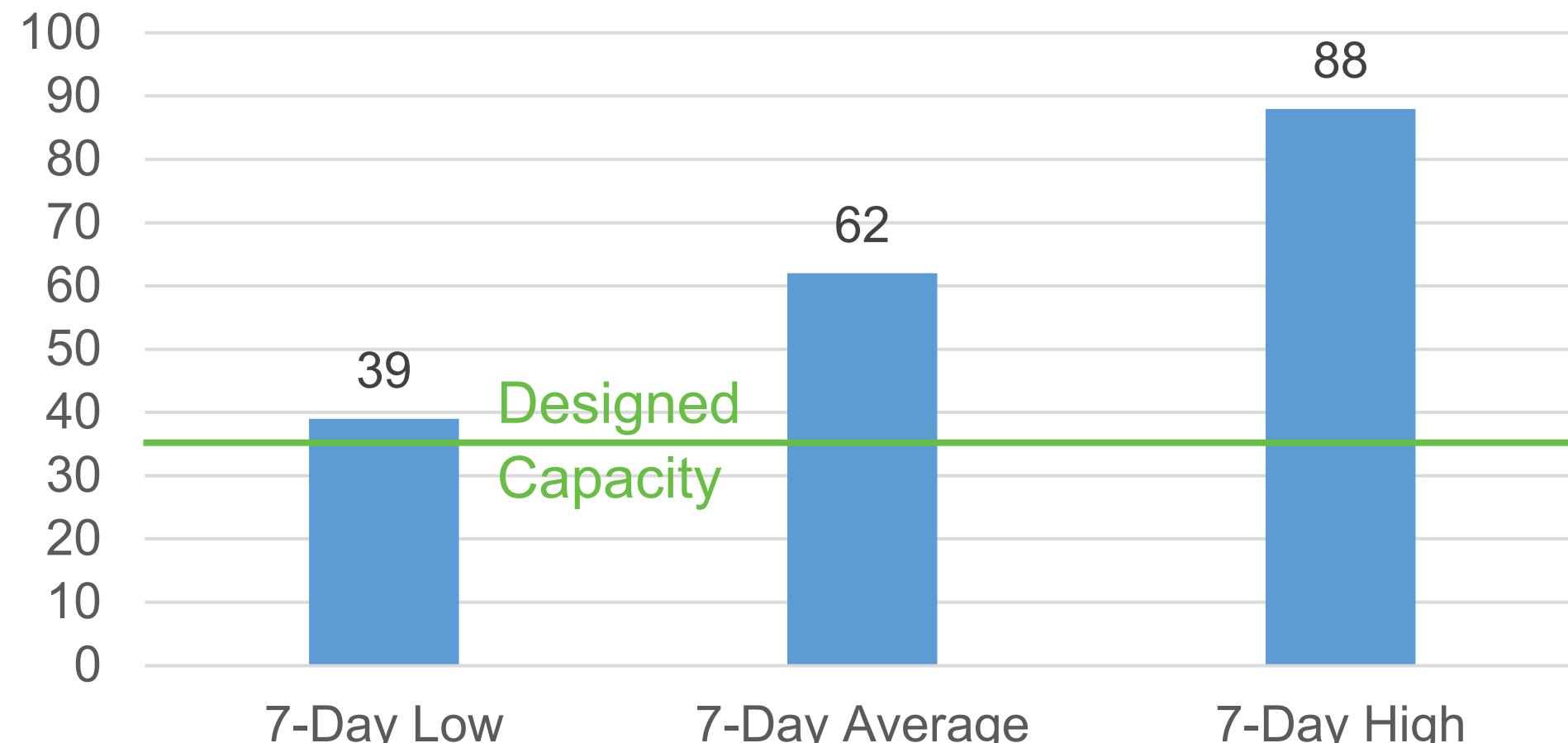
SNOHOMISH COUNTY JAIL ACTIVITY

In addition to overdose data received from local partners, information was collected by the Corrections Bureau within the Snohomish County Jail. The following data represents the number of inmates under opioid withdrawal watches.

Withdrawal Watches for Bookings at Snohomish County Jail



Inmates in Medical Detox/Housing and Overflow Beds



8 individuals were sent to the emergency room for medical clearance prior to booking.

11 bookings refused because of heroin or medication withdrawals.

Note: Methamphetamine and "Other Substances" are reported in addition to other drugs where withdrawal watch protocols are initiated. Withdrawal watch protocols are not used with these substances alone.

SNOHOMISH OVERDOSE PREVENTION

**A COMMUNITY COMING TOGETHER TO STOP
SNOHOMISH COUNTY'S OPIOID EPIDEMIC**



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Presentation to Lake Stevens City Council

7 p.m. Tuesday, Oct. 23, 2018

2019 Legislative Agenda –

Review Top- and Key-Priority Issues – Open to Q&A on all

2019 Legislature – A Reminder on the Landscape

- Odd-numbered year means ***long Session – 105 days***, beginning on the second Monday of January per State Constitution (Jan. 14)
- ***Biennial budgets*** are debated and passed in these Sessions, and there are three of them (Operating, Capital, Transportation)
- ***Ultra-slim majorities in House and Senate for Democrats*** – “conventional wisdom” based on primary is that the majority ***may grow*** by several seats in the House and a couple in the Senate. NOTE: “Conventional wisdom” doesn’t necessarily have a better ‘crystal ball’ than the rest of us

Major Issues and Challenges Awaiting Lawmakers

- ***Mental Health system*** – Western State Hospital mired in trouble with federal officials, and Medicaid dollars are at direct risk. Governor will introduce package to transform system and establish more localized community facilities. Legislators working on bills – including \$500 million bond package introduced by Sen. John Braun (R-Centralia/20th Dist.)
- ***Culverts*** – As a result of U.S. Supreme Court decision *not* to consider state’s appeal, Washington is officially on the hook for some \$2.4 billion in investments to replace and remove culverts that block fish passage. NOTE: Locals could be next in the eye of the storm.
- ***Affordable Housing/Homelessness*** – While Seattle-area and Puget Sound markets have cooled a bit, we remain one of the most expensive places in the U.S. to buy a new home. The affordable housing crisis, and resulting domino impact on homelessness, will remain top-of-mind for lawmakers
- ***McCleary has been satisfied, but key K-12 funding pressures remain*** – Legislators just saw numerous School Districts make their initial investments under McCleary in double-digit raises for teachers. How to accommodate students, whether to re-rack property tax measures passed in 2017, and whether to offset that with new revenues – it’s all ‘on the table’
- ***Transportation*** – Key lawmakers discussing a package of investments – whether and how new revenue fits in partly depends on voters’ decision on I-1631

What about the outlook for cities specifically and local governments in general?

- We remain “**ground zero**” for the issues that play out when acute **affordable housing, homelessness, and mental health challenges** are mixed together
- **Infrastructure challenges** -- exacerbated by population and job growth – remain intense. **Transportation is the most visible** of these
- **Economic development and recruitment tools** are few and far between
- **Budget pressures, potential threats to revenue distributions** never go away, even when the economy is humming (*and within a few years, flattening or a slight recession is predicted*)

Taking stock of all that – Our Recommendations for Lake Stevens

- **Capital Budget** – New two-year budget and bond capacity – makes sense to pursue Phase II funding for Civic Center, North Cove Park;
- **Transportation Needs** – There are many! From the Trestle to SR 9 to the need to study potential alternatives, we must make progress
- Addressing our **public safety and mental health challenges takes funding**
- Join in pursuit of new **funding and options to address affordable housing, combat homelessness, and make things happen on economic development front**
- Protect our **local revenues**, and protect our **right-of-way authority**
- **NOTE: Doug Levy will overview list of “Top Priorities” (Lake Stevens-specific) and “Key Priorities” (Our city working in tandem with other stakeholders and partners) – but open to questions on the whole 2019 Legislative Agenda Draft.**
- At the end of the day – this Agenda should be **reflection of your priorities!**

City of Lake Stevens – 2019 Legislative Agenda Top-Priority and Key-Priority Issues at a Glance

Top Priority Issues -- Impacting Lake Stevens Directly

Capital Budget – 2019-21 Request for Phase II Civic Center Improvements

Lake Stevens will work with area lawmakers on a **\$2.5 million request for Phase II improvements associated with the Civic Center project** to transform the city's downtown core. The Phase II request includes \$1 million for design of a new Community/Conference Center and roadway access to connect to it, along with \$1.5 million for next-stage construction on North Cove Park, featuring a pavilion, historic water tower, and irrigation and leveling work to visually connect the waterfront park to the improved Main Street and the downtown.

Transportation Needs – U.S. 2 Trestle, SR 9/SR 204, and specific community projects

Lake Stevens is grateful for the legislative leadership that has resulted in funding to rebuild the State Route 9/State Route 204 interchange; develop a specific financing plan for improvements of the U.S. 2 Trestle and eventual replacement of the westbound structure; and funds for key local-community projects to complement these two major investments. The City's top 2019 priorities are to: 1) secure continued funding and forward progress on **improving/replacing the Trestle**; and 2) obtain funds for specific investments at, nearby, and connecting to State Route 9/State Route 204. Specifically, Lake Stevens will work with area legislators and Transportation Committee leadership on the following:

- New funding to design and ultimately build the improvements to and replacement of the **U.S. 2 Trestle**;
- Funding for **signalization improvements at SR 9 and 24th Street** to accommodate a major commercial/retail development at the intersection;
- New funding, if needed, for the **full build-out of SR 9/SR 204 along with connecting roadways** such as a "Village Way" access road;
- Re-purposing of a **\$1.82 million Regional Mobility Grant** for peak-hour transit lanes connecting to U.S. 2 from 20th Street; and
- Potential study funding for the **evaluation of a State Route 526 eastbound extension** into East Snohomish County.

2019 Key Priorities – Lake Stevens joining other cities and coalitions

Funding to Address Public Safety and Mental Health Issues

Lake Stevens will actively support coalition efforts to:

- Ensure Operating Budget funding that allows a **"base budget" level of 19 Basic Law Enforcement Academy (BLEA) training classes** at the Academy in Burien;
- Enhance **funding for the "Mental Health Field Response Teams" program** enabling law enforcement officers to partner with mental health professionals to point those with mental health issues toward facilities and services vs. incarceration. Lake Stevens applied for grant funding in 2018 and plans to re-apply if the program receives continued/added funds;
- Provide Operating Budget **dollars for training and robotics at the Washington State Crime Lab so that the Washington State Patrol can make meaningful progress on**

a backlog of 6,000 sexual assault/rape kits which need to be tested to help solve criminal investigations at the local level.

Funding and Tools for Affordable Housing and Homelessness Prevention

Lake Stevens will strongly support likely 2019 legislation to enhance existing funding sources and add new tools to help local communities add affordable housing units and address the growing homelessness crisis. Specifically, the City will support legislative initiatives to:

- Provide cities and counties ***new tools and options to address affordable housing and homelessness capital facilities***. Specifically, that will include a renewed effort to provide state sales tax credits for affordable housing (**SHB 2437**) and a sales tax remittance tool for housing/homeless facilities (**SHB 1797**) that is available to cities with a population of 45,000 or fewer;
- Allocate up to \$200 million for the ***Housing Trust Fund*** in the 2019-21 Capital Budget.

Address Fiscal & Local Resource Needs, Preserve State-Shared Revenues

Lake Stevens urges lawmakers to look at cities and counties as partners rather than 'stakeholders' – particularly by collaborating with local governments on maintaining and restoring "state-shared" revenues and by giving those same local governments tools to better manage resource needs. Specifically, the City will work with others to ensure ***protection of state-shared revenues and existing distributions*** that are vital to helping cities meet their obligations. These include liquor, marijuana, and municipal criminal justice assistance payments.

Protection of local rights-of-way/local authority in deployment of small cell ("5G") technology

Lake Stevens applauds the development of a new small-cell wireless technology, known as "5G," to further enhance the ability of individuals and businesses to communicate instantly in a nation and world that is increasingly dependent on this type of 21st Century capability. The City also supports efforts to standardize and streamline the permitting process for 5G. However, Lake Stevens ***strongly opposes legislation that would undermine local rights-of-way authority, local control, and the ability of cities and PUDs to recover fair market value*** for use of valuable right-of-way.

Economic Development Incentives

In 2019, Lake Stevens will support legislation initiated by the Association of Washington Cities (AWC) and individual cities to ***provide economic development and economic recruitment tools to local communities***.

City of Lake Stevens – 2019 Legislative Agenda
“Support/Oppose” & “Track/Monitor”

Budget and Fiscal Matters

- **Oppose** any new unfunded or “under-funded” mandates and protect local revenue authority.
- **Support** legislative initiatives that may emerge to replace the 1 percent property tax cap on local governments with a system that is based on inflation and population growth.

Criminal Justice/Public Safety/Fire/Courts

- **Support** legislation providing law enforcement agencies ongoing, affordable, and predictable access to the use of naloxone as a last-resort treatment for opioid-addicted offenders.
- **Track and monitor** legislation to implement a statewide relicensing program for Driving While License Suspended (DWLS) offenses. Such a program should not cancel out successful relicensing and payment plans—or absolve drivers of insurance requirements—in individual jurisdictions.
- **Track** legislation on police “use of force” in criminal cases;
- **Track** legislation regarding law enforcement protocols for immigrant workers.

Economic Development/Infrastructure

- **Support** 2019-21 Capital Budget funding that preserves the remaining funding for the Public Works Assistance Account (“Public Works Trust Fund”);
- **Support** Capital Budget funding that invests in infrastructure to support local communities, including stormwater grants, the Washington Wildlife and Recreation Program (WWRP), Youth Athletic Facilities (YAF), and the Aquatic Lands Enhancement Account (ALEA);
- **Support** legislation to extend and potentially expand funding for the Main Street program;
- **Track** legislative efforts related to the use of lodging tax revenues to ensure it does not restrict or remove existing spending authority for cities;
- **Track** legislative initiatives involving the establishment of a State Infrastructure Bank.

Land-Use/Growth Management Act (GMA)

- **Support** initiatives to better enable builders to construct market-rate condominiums to provide additional housing choices for homebuyers, particularly first-time homebuyers who may not be able to afford single-family homes in the Puget Sound market.

Local Government in General/Miscellaneous

- **Support** expected 2019 legislation that will reform and streamline the intense level of documentation that local agencies have been asked to submit through PRA legislation adopted in 2017;
- **Support** initiatives that can help reduce costs for cities and counties or make service delivery more efficient;
- **Support** legislation to streamline and improve the administration of the “No Dig Law”;

- **Track** legislation regarding Washington State emergency management statutes, working to ensure that proposed bills do no impose any new mandates on locally-run programs.

Parks and Recreation

- **Support** legislation being put forth by the Washington Recreation and Park Association (WRPA) to give parks and recreation agencies additional funding options, particularly for ongoing operating needs, key capital investments, and maintenance backlogs.

Personnel, Pension, and other Human Resource Issues

- **Oppose** legislation that adds new costs and requirements to employee benefit programs without accompanying funds;
- **Oppose** legislation that expands “presumptive disease” laws and definitions in Workers’ Compensation claims – particularly those efforts that seek expansion without a scientific basis to do so;
- **Oppose** bills or budget initiatives that increase employer/employee pension rates.

Transportation/Transit

- **Support** initiatives to augment funding opportunities for culvert repairs and removals;
- **Support** legislative initiatives to ensure sustainable funding for public transit providers.

Water Supply

- **Support** a “*Foster fix*” bill in 2018 that re-establishes the ability of water supply utilities to forge agreements with Department of Ecology on mitigation to ensure long-term supply while protecting instream flows and the natural environment.

Strong cities make a great state. Cities house 65 percent of the state's residents, drive its economy, and provide the most accessible government. The continued success of cities depends on adequate resources and community-based decision-making to best meet the needs of our residents. Preserving local decision-making continues to be one of our core principles.



Support economic development tools to encourage job creation and economic growth

Washington's cities need additional economic development tools that assist in maintaining, expanding, and modernizing local infrastructure to help spur local private sector investment. By supporting value capture financing, the Legislature can partner with cities and towns to advance our shared goals of building a robust and diverse economy for communities around the state.



Keep the Public Works Trust Fund in working order

Cities support ongoing investment in the various infrastructure funding programs sponsored by the state. In particular, the Public Works Trust Fund (PWT) is a crucial funding partner in our efforts to provide the necessary infrastructure for our communities. We seek full funding for the Public Works Board's \$217 million budget, funded from the current stream of loan repayments and the 2 percent of REET dedicated to the account. Additionally, we look to expand the program by ending REET fund diversions from the account now instead of waiting until 2023.



Invest in affordable housing

Communities around the state are facing a housing affordability crisis. Cities support an ongoing \$200 million capital budget investment in the Housing Trust Fund, a \$20 million per year local government revenue sharing proposal, and \$1.5 million per year for reinvestment of the sales tax from the construction of multifamily development. In addition, cities support proposals that remove barriers to affordable housing, including voluntary density and infill development solutions, opportunities for creating shared housing, and addressing condominium liability to expand housing choices.



Fund a systems approach to correct fish-blocking culverts

AWC and state agency partners are focused on developing and funding a comprehensive statewide approach to fix salmon-blocking culverts. In order to achieve meaningful salmon and orca recovery, cities need ongoing and significant funding to upgrade city culverts. This critical investment will support fish passage by maximizing collaboration with the state's legal obligation to upgrade its culverts, while also addressing other critical needs like stormwater and water quality. Cities support creating a permanent framework to fund systemwide corrections that begins with fully funding the Fish Barrier Removal Board this biennium, including capacity for a grant program in the second half of the biennium. An effective framework also includes a commitment to future investment.



Provide responsive funding for the Criminal Justice Training Commission (CJTC)

Cities need a responsive funding model for the CJTC to ensure that newly-hired law enforcement officers and corrections officers have timely access to basic training. Cities seek funding for at least 19 Basic Law Enforcement Academy (BLEA) classes per year and at least seven Corrections Officer Academy classes per year in order to meet our public safety needs.



Address a failing behavioral health system

Cities are experiencing the ramifications of an overwhelmed mental health and drug abuse response system. The state needs to make investments sufficient to improve access to these systems and their success across the state. Cities will work with the state to pursue enhancements and reforms to the behavioral health delivery systems including engaging with mental health transformation proposals, the *Trueblood* settlement, making permanent the mental health co-responder program, and supporting comprehensive opioid response legislation.

Contact:

Candice Bock

Director of Government Relations

candiceb@awcnet.org • 360.753.4137





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BLANKET VOUCHER APPROVAL
2018

Payroll Direct Deposits	10/15/2018	\$63,367.99
Payroll Checks	46305	\$427.17
Tax Deposit(s)	10/15/2018	\$19,131.56
Electronic Funds Transfers	ACH	\$32,474.18
Claims	46306-46424	\$608,192.97
Void Checks		
Total Vouchers Approved:		\$723,593.87

This 23rd day of October 2018:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer

Mayor

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

Councilmember



October 23rd, 2018

City Expenditures by Type on this voucher packet

Personnel Costs	\$	63,795	9%
Payroll Federal Taxes	\$	19,132	3%
Excise Tax	\$	134	0%
Quarterly L&I	\$	32,303	4%
Supplies	\$	34,655	5%
Professional Services *	\$	458,768	63%
Intergovernmental **	\$	69,111	10%
Capital	\$	45,695	6%
Total	\$	723,594	100%

Large Purchases

* Street Striping - \$34,713

* Pavement Overlay - \$223,105

** Dispatch Services - \$29,799



Checks to be Approved for Period Between 10/4/2018 - 10/17/2018

Total for Period
\$659,798.71

Vendor: A Worksafe Service Inc

Check Number: 46309

Invoice No	Check Date	Account Number	Account Name	Description	Amount
264532	10/17/2018	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Drug Screening	\$55.00
					\$55.00

Vendor: Ace Hardware

Check Number: 46310

Invoice No	Check Date	Account Number	Account Name	Description	Amount
60568	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Toilet Tank Renew Kit/Wax Rings	\$24.35
60573	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Couple/Adaptr/Clamp	\$20.64
60574	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Silicone/Caulk Gun	\$39.16
60579	10/17/2018	001 010 576 80 31 03	PK-Lundeen-Op Costs	Peat Moss	\$117.55
60580	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Toilet Bolts/Wax Rings/Keyhole Saw	\$51.76
60589	10/17/2018	001 010 576 80 31 03	PK-Lundeen-Op Costs	Peat Moss	\$78.36
60615	10/17/2018	001 008 521 20 31 02	LE-Minor Equipment	Car Wash Supplies	\$17.40
60627	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Gutter Tool	\$13.05
60628	10/17/2018	001 008 521 20 31 02	LE-Minor Equipment	Garbage Disposal/Putty/Tape Measure	\$167.13
60641	10/17/2018	001 008 521 20 31 02	LE-Minor Equipment	Pipe Cutter/Power Cord/Brush/Duct Tape	\$46.78
					\$576.18

Vendor: Alexander Printing

Check Number: 46311

Invoice No	Check Date	Account Number	Account Name	Description	Amount

57182	10/17/2018	001 007 558 50 31 00	PL-Office Supplies	Business Cards - J Fenrich	\$20.57
57182	10/17/2018	101 016 544 90 31 01	ST-Office Supplies	Business Cards - G Kane/T Sherman	\$20.57
57182	10/17/2018	410 016 531 10 31 01	SW-Office Supplies	Business Cards - G Kane/T Sherman	\$20.57
					\$61.71

Vendor: Amazon Capital Services

Check Number: 46306

Invoice No	Check Date	Account Number	Account Name	Description	Amount
114M-GLXX-K4PP	10/11/2018	520 008 594 21 63 00	Capital Equipment	Road Flares/Traffic Cones/First Aid Kit - New Vehicles	\$461.62
11DT-1NMQ-RN7M	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	Standing Desk Mat	\$98.00
11DT-1NMQ-RN9K	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	Ergonomic Standing Mat/Standing Desk Mats	\$308.10
11M1-69LL-MDQQ	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	Rechargeable Battery/Charging Station/Wireless Microphone	\$147.87
1C47-FCG1-F17R	10/11/2018	001 006 518 80 31 00	IT-Office Supplies	Hook Switch Adapter	\$54.40
1C47-FCG1-XW7P	10/11/2018	001 010 576 80 31 00	PK-Operating Costs	Microsoft Surface Pro Cover	\$47.38
1C47-FCG1-XW7P	10/11/2018	101 016 544 90 31 01	ST-Office Supplies	Microsoft Surface Pro Cover	\$47.38
1C47-FCG1-XW7P	10/11/2018	410 016 531 10 31 01	SW-Office Supplies	Microsoft Surface Pro Cover	\$47.39
1FGP-XRVG-3H7Q	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	USB Cable/Lapel Microphone	\$40.82
1FWG-HKYD-VLJR	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	Quick Release Medical Pouch	\$35.65
1GLV-TH7V-D37K	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	Ergonomic Standing Mat	\$47.89
1J9N-9Y1D-WDML	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	Name Tag Badge Holder	\$25.64
1JC3-VR3X-4XTV	10/11/2018	520 008 594 21 63 00	Capital Equipment	Road Flares - New Police Vehicles	\$40.16
1JW7-L7Q7-4RG1	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	Toughbook Stylus Pen/Buckle for Backpack/Surface Pens	\$275.54
1T9V-RMH7-FMTY	10/11/2018	001 008 521 20 31 02	LE-Minor Equipment	Heavy Duty Neodymium Cup Magnets	\$27.88
1X9X-CLNC-7YV7	10/11/2018	001 008 521 20 31 00	LE-Office Supplies	Lithium Batteries	\$27.84
1Y9V-96YM-3KMX	10/11/2018	520 008 594 21 63 00	Capital Equipment	Roof Prism Binocular/Tape Measure/Road Flares - New Vehicle	\$637.83
					\$2,371.39

Check Number: 46312

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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1CNC-3YCQ-FYQW	10/17/2018	001 007 558 50 31 01	PL-Operating Costs	Wireless Headset/Hook Switch Adapters	\$509.94
1CNC-3YCQ-FYQW	10/17/2018	510 006 594 18 64 00	Capital - Purch Computer Equip	Wireless Headset/Hook Switch Adapters	\$563.56
1XR4-NMJY-1PX7	10/17/2018	001 007 559 30 49 01	PB-Staff Development	A Budgeting Guide for Local Gov/HR Mgmt/Inspector Skills	\$267.06
					\$1,340.56

Vendor: American Abatement and Demo LLC

Check Number: 46313

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1452	10/17/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Abatement Asbestos Removal	\$15,783.96
					\$15,783.96

Vendor: Anderson

Check Number: 46314

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110518	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Collision Basic/Marysville WA - A Anderson	\$100.00
					\$100.00

Vendor: Axon Enterprise Inc

Check Number: 46315

Invoice No	Check Date	Account Number	Account Name	Description	Amount
SI-1554935	10/17/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Taser Assurance Plan CEW Annual	\$689.82
					\$689.82

Vendor: Bay Alarm Company

Check Number: 46316

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3043601809301	10/17/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Moved Phone Line - 2211 Grade Rd	\$103.46
					\$103.46

Vendor: Bernhard

Check Number: 46317

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110618	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Fraud Investigations/Boise ID - K Bernhard	\$275.00
111318	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Open Source Intelligence/Everett WA - K Bernhard	\$20.00
					\$295.00

Vendor: Bickford Motors Inc

Check Number: 46318

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1145203	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Tail Gate Moulding PW3	\$26.79
1145203	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Tail Gate Moulding PW3	\$26.79
					\$53.58

Vendor: Bryant

Check Number: 46319

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100318	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - PSR/Arlington WA - A Bryant	\$40.00
					\$40.00

Vendor: Business Card

Check Number: 46320

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0024 1018	10/17/2018	001 001 511 60 43 00	Legislative - Travel & Mtgs	SnoCo Cities Dinner - K Daughtry	\$35.00
0024 1018	10/17/2018	001 001 511 60 43 00	Legislative - Travel & Mtgs	SnoCo Cities Dinner - T Welch	\$35.00
0024 1018	10/17/2018	001 002 513 11 43 00	AD-Travel & Meetings	ICMA Conf Airfaire Costs - G Brazel	\$69.00
0024 1018	10/17/2018	001 002 513 11 43 00	AD-Travel & Meetings	ICMA Conf Hotel - G Brazel	\$1,316.70
0024 1018	10/17/2018	001 002 513 11 43 00	AD-Travel & Meetings	ICMA Conf Parking - G Brazel	\$140.00
0024 1018	10/17/2018	001 002 513 11 43 00	AD-Travel & Meetings	ICMA Conf Transportation - G Brazel	\$33.52

0024 1018	10/17/2018	001 002 513 11 43 00	AD-Travel & Meetings	MAG Meeting - G Brazel	\$11.64
2520 1018	10/17/2018	001 008 521 20 31 00	LE-Office Supplies	Citizen Academy Binders	\$87.36
2520 1018	10/17/2018	001 008 521 20 31 02	LE-Minor Equipment	Animal Traps	\$104.52
2520 1018	10/17/2018	001 008 521 20 31 02	LE-Minor Equipment	Car Cover PT99	\$76.80
2520 1018	10/17/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Replace Front Broken Glass - 2015 Dodge Charger	\$684.96
2520 1018	10/17/2018	520 008 594 21 63 00	Capital Equipment	13 Piece Long Reach Car Opening Kit - New Vehicles	\$625.30
2520 1018	10/17/2018	520 008 594 21 63 00	Capital Equipment	Orange Cones - New Vehicles	\$327.45
4407 1018	10/17/2018	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - Laserfiche Conf/Long Beach CA - K Pugh	\$192.40
4407 1018	10/17/2018	001 003 514 20 49 00	CC-Miscellaneous	Solicitors License Background Check	\$12.00
5130 1018	10/17/2018	001 008 521 20 41 00	LE-Professional Services	Transcribed File #2018-00006	\$65.25
5294 1018	10/17/2018	001 007 558 50 41 03	PL-Advertising	LUA2017-0150 Postcard Mailers	\$153.99
5294 1018	10/17/2018	001 007 558 50 41 03	PL-Advertising	LUA2018-0015 Postcard Mailers	\$16.74
5294 1018	10/17/2018	001 007 558 50 41 03	PL-Advertising	LUA2018-0145 Postcard Mailers	\$103.91
5294 1018	10/17/2018	001 007 558 50 41 03	PL-Advertising	LUA2018-0148 Postcard Mailers	\$100.05
5294 1018	10/17/2018	001 007 558 50 41 03	PL-Advertising	LUA2018-0154 Postcard Mailers	\$103.91
5294 1018	10/17/2018	001 007 558 50 43 00	PL-Travel & Mtgs	Parking Garage - R Wright	\$6.00
5294 1018	10/17/2018	001 007 558 50 43 00	PL-Travel & Mtgs	WA St Assn of Permit Tech/Lake Chelan WA - T Meyers	\$298.02
5294 1018	10/17/2018	001 007 558 50 49 01	PL-Staff Development	PerDiem - Building Block Grant Writing/Online- A Halverson	\$35.00
5294 1018	10/17/2018	001 007 558 50 49 01	PL-Staff Development	PerDiem - WRPA Summit/Lynnwood WA - R Wright	\$598.00
5294 1018	10/17/2018	001 007 558 50 49 01	PL-Staff Development	Ultimate CPRP Learning Class/Ashburn VA - J Meis	\$550.00
5294 1018	10/17/2018	001 007 558 50 49 01	PL-Staff Development	Washingtons Housing Crisis Training/Seattle WA- D Roth	\$349.00
5294 1018	10/17/2018	001 007 571 00 30 00	PL - Park & Recreation	Baked Goods/Drinks	\$84.01
5393 1018	10/17/2018	001 010 576 80 31 03	PK-Lundeen-Op Costs	Pickup/Deliver Plaque for Lundeen Park	\$245.03
5393 1018	10/17/2018	101 016 542 30 49 01	ST-Staff Development	CESCL Re-Certification Training - J Evans	\$125.00
5393 1018	10/17/2018	101 016 542 30 49 01	ST-Staff Development	CESCL Re-Certification Training - M Ervin	\$125.00

5393 1018	10/17/2018	101 016 542 30 49 01	ST-Staff Development	Evergreen Safety Council Registration - B Connolly	\$42.50
5393 1018	10/17/2018	410 016 531 10 49 01	SW-Staff Development	CESCL Re-Certification Training - J Evans	\$125.00
5393 1018	10/17/2018	410 016 531 10 49 01	SW-Staff Development	CESCL Re-Certification Training - M Ervin	\$125.00
5393 1018	10/17/2018	410 016 531 10 49 01	SW-Staff Development	Evergreen Safety Council Registration - B Connolly	\$42.50
6634 1018	10/17/2018	001 004 514 23 31 00	FI-Office Supplies	Excel Spreadsheet Assistant	\$38.90
6634 1018	10/17/2018	001 004 514 23 31 00	FI-Office Supplies	Metal Asset Tags	\$449.92
6634 1018	10/17/2018	001 004 514 23 43 00	FI-Travel & Meetings	PerDiem - Hotel WFOA - Vancouver WA - J Roundy	\$742.52
7079 1018	10/17/2018	001 005 517 90 41 00	HR-Wellness Program	Fitbit Versa Bundle - HR Wellness	\$212.34
7815 1018	10/17/2018	001 001 511 60 49 02	Legislative-C.C.Retreat	Supplies for Council Mini Retreat	\$224.45
7815 1018	10/17/2018	001 005 518 10 49 01	HR - Staff Development	WA Paid Family & Medical Leave Webinar - T Smith	\$25.00
7815 1018	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Poly Green/Brown Tarp	\$120.00
7815 1018	10/17/2018	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Supplies	\$9.25
7815 1018	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Poly Green/Brown Tarp	\$120.00
8471 1018	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - SWAT Training/Salem OR - D Thomas	\$58.50
8627 1018	10/17/2018	001 008 521 20 49 00	LE-Dues & Memberships	LexisNexis Sept 2018 Commitment Balance	\$54.45
8627 1018	10/17/2018	001 008 521 40 49 04	LE-Finance Charges	Finance Charge - J Ubert	\$15.81
9658 1018	10/17/2018	001 006 518 80 43 00	IT-Travel & Meetings	PerDiem - Laserfiche Conf/Long Beach CA - T Stevens	\$166.41
9788 1018	10/17/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Cameraid Thumbnails	\$9.99
9788 1018	10/17/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Taser Force Response	\$1,067.22
9788 1018	10/17/2018	001 008 521 20 31 02	LE-Minor Equipment	Replacement Part for Broken Eight on Shield	\$235.99
9788 1018	10/17/2018	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	Emergency Mgmt Budget Items	\$1,660.86
9788 1018	10/17/2018	001 008 521 20 41 00	LE-Professional Services	Transcribed File #2018-14708	\$704.75

9788 1018	10/17/2018	001 008 521 21 43 00	LE-Boating-Travel & Per Diem	PerDiem - Hotel WA St Parks/Rec Marine Law - D Carter	\$206.84
9788 1018	10/17/2018	001 008 521 21 43 00	LE-Boating-Travel & Per Diem	PerDiem - Hotel WA St Parks/Rec Marine Law - D Irwin	\$206.84
9788 1018	10/17/2018	001 008 521 21 43 00	LE-Boating-Travel & Per Diem	PerDiem - Hotel WA St Parks/Rec Marine Law - J Barnes	\$206.84
9788 1018	10/17/2018	001 008 521 21 43 00	LE-Boating-Travel & Per Diem	PerDiem - Hotel WA St Parks/Rec Marine Law - J Beazizo	\$206.84
					\$13,789.28

Vendor: Cadman Inc

Check Number: 46321

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5550736	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Asphalt	\$365.63
					\$365.63

Vendor: Carlson

Check Number: 46322

Invoice No	Check Date	Account Number	Account Name	Description	Amount
092718	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Cotton Wood Tree Top Removal/Willow Tree Removal	\$4,900.50
					\$4,900.50

Vendor: Cascade Collision Center Inc

Check Number: 46323

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4397	10/17/2018	001 007 558 50 31 01	PL-Operating Costs	Collision Repair PW71	\$1,265.28
					\$1,265.28

Vendor: CDW Government Inc

Check Number: 46324

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PMH1786	10/17/2018	510 006 518 80 49 10	LR - Meraki Cloud Mgmt	CISCO Meraki Cloud Contr	\$592.63
					\$592.63

Vendor: Central Welding Supply

Check Number: 46325

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RN09181017	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Argon	\$8.77
RN09181017	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Argon	\$8.78
					\$17.55

Vendor: CHS Engineers LLC

Check Number: 46326

Invoice No	Check Date	Account Number	Account Name	Description	Amount
371812-1809	10/17/2018	001 007 558 60 41 00	PL-UGA-RUTA	Island Annex Areas Legals	\$1,656.92
371813-1809	10/17/2018	001 007 558 60 41 00	PL-UGA-RUTA	LUA2017-0053 Sunset Hills BLA	\$451.64
371814-1809	10/17/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0161 Lyons Gate	\$539.61
371815-1809	10/17/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0161 Lyons Gate	\$539.61
					\$3,187.78

Vendor: City of Everett

Check Number: 46327

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I18003242	10/17/2018	001 008 554 30 51 00	LE-Animal Control	Animal Control Services Aug 2018	\$2,405.00
I18003351	10/17/2018	410 016 531 10 41 01	SW-Professional Services	Fecal Coliform Analysis	\$30.00
					\$2,435.00

Vendor: City of Marysville

Check Number: 46328

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18-017	10/17/2018	001 013 512 50 41 00	GG-Municipal Court Fees	Marysville Court Citations Sept 2018	\$15,667.81
					\$15,667.81

Vendor: Comcast

Check Number: 46329

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0808840 0918	10/17/2018	001 010 576 80 42 00	PK-Communication	Internet Services - City Shop	\$32.06
0808840 0918	10/17/2018	101 016 543 30 42 00	ST-Communications	Internet Services - City Shop	\$32.06
0808840 0918	10/17/2018	410 016 531 10 42 00	SW-Communications	Internet Services - City Shop	\$32.06
					\$96.18

Check Number: 46330

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1012996 0918	10/17/2018	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	\$161.18
					\$161.18

Check Number: 46331

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0810218 0918	10/17/2018	001 008 521 20 42 00	LE-Communication	Internet Services - N Lakeshore Dr	\$96.18
					\$96.18

Check Number: 46332

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0692756 0918	10/17/2018	001 008 521 20 42 00	LE-Communication	Internet Services - Market Place	\$106.18
					\$106.18

Check Number: 46333

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0991976 0918	10/17/2018	001 010 576 80 42 00	PK-Communication	Internet Services - Parks & Rec Office	\$136.18
					\$136.18

Vendor: Comdata Corporation

Check Number: 46334

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20298200	10/17/2018	001 008 521 20 32 00	LE-Fuel	Fuel	\$400.41
					\$400.41

Vendor: Cory De Jong and Sons Inc

Check Number: 46335

Invoice No	Check Date	Account Number	Account Name	Description	Amount
K276971	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Bark Callow Road	\$33.49

K276973	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Top Soil - 40 Yards 83rd & 20th	\$539.05
K276973	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Top Soil - 40 Yards 83rd & 20th	\$539.06
K276975	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Top Soil	\$134.77
K276975	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Top Soil	\$134.76
					\$1,381.13

Vendor: Crandall Arambula PC

Check Number: 46336

Invoice No	Check Date	Account Number	Account Name	Description	Amount
28	10/17/2018	001 007 558 70 41 00	PL-Economic Devel	LS Downtown Subarea Plan Sept 2018	\$940.00
					\$940.00

Vendor: Crim

Check Number: 46337

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101118	10/17/2018	001 003 514 20 43 00	CC-Travel & Meetings	Reimbursement - Hotel WMCA Conference/Chelan WA - A Crim	\$103.42
102418	10/17/2018	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - WAPRO Conf/Tacoma WA - A Crim	\$123.62
					\$227.04

Vendor: Crystal Springs

Check Number: 46338

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5249844 100118	10/17/2018	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall/City Shop	\$78.50
5249844 100118	10/17/2018	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall/City Shop	\$41.06
5249844 100118	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall/City Shop	\$41.06
5249844 100118	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Bottled Water - City Hall/City Shop	\$140.80
5249844 100118	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Bottled Water - City Hall/City Shop	\$140.81
					\$442.23

Vendor: Dataquest LLC

Check Number: 46339

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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6748	10/17/2018	001 010 576 80 41 00	PK-Professional Services	Background Checks - New Employee	\$20.00
6748	10/17/2018	101 016 542 30 41 02	ST-Professional Service	Background Checks - New Employee	\$20.00
6748	10/17/2018	410 016 531 10 41 01	SW-Professional Services	Background Checks - New Employee	\$20.00
					\$60.00

Vendor: Dept of Labor and Industries

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q32018	10/17/2018	001 000 281 00 00 00	Payroll Liability Taxes	Q3 2018 Workers Compensation Insurance	\$31,965.75
Q32018	10/17/2018	001 008 521 20 24 00	LE-Workmans Compensation	Q3 2018 Workers Compensation Insurance	\$3.57
Q32018	10/17/2018	001 010 576 80 24 00	PK-Workmans Compensation	Q3 2018 Workers Compensation Insurance	\$111.38
Q32018	10/17/2018	001 013 518 30 24 00	GG-Workers Compensation	Q3 2018 Workers Compensation Insurance	(\$0.08)
Q32018	10/17/2018	101 016 542 30 24 00	ST-Workmans Compensation	Q3 2018 Workers Compensation Insurance	\$111.38
Q32018	10/17/2018	410 016 531 10 24 00	SW-Workmans Compensation	Q3 2018 Workers Compensation Insurance	\$111.38
					\$32,303.38

Vendor: Dept of Revenue

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
SEPT2018	10/17/2018	001 013 518 90 49 06	GG-Excise Tax	September 2018 Excise Taxes	\$170.80
					\$170.80

Check Number: 46307

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2007-2018	10/15/2018	001 000 201 00 00 00	AP	Unclaimed property 2007-2018	\$150.00
2007-2018	10/15/2018	002 000 201 00 00 00	AP	Unclaimed property 2007-2018	\$13.91
2007-2018	10/15/2018	002 000 589 90 00 00	Unclaimed Checks Paid	Unclaimed property 2007-2018	\$5,331.03
2007-2018	10/15/2018	621 000 589 20 00 00	Retain Reimb - Janitor/Landscp	Down to Earth Landscape to Unclaimed Property	\$202.50

\$5,697.44

Check Number: 46340

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q3 2018	10/17/2018	633 000 589 30 00 01	Leasehold Excise Tax Remit	Q3 2018 Leasehold Excise Tax	\$134.39
					\$134.39

Vendor: Diamante Cleaning Experts LLC

Check Number: 46341

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3	10/17/2018	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services Sept 2018	\$65.00
3	10/17/2018	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services Sept 2018	\$65.00
3	10/17/2018	001 008 521 20 41 00	LE-Professional Services	Janitorial Services Sept 2018	\$390.00
3	10/17/2018	001 010 576 80 41 00	PK-Professional Services	Janitorial Services Sept 2018	\$65.00
3	10/17/2018	001 012 575 50 41 00	CS-Community Center - Cleaning	Janitorial Services Sept 2018	\$65.00
3	10/17/2018	001 013 518 20 41 00	GG-Professional Service	Janitorial Services Sept 2018	\$65.00
3	10/17/2018	001 013 518 20 41 00	GG-Professional Service	Janitorial Services Sept 2018	\$98.00
3	10/17/2018	101 016 542 30 41 02	ST-Professional Service	Janitorial Services Sept 2018	\$65.00
3	10/17/2018	410 016 531 10 41 01	SW-Professional Services	Janitorial Services Sept 2018	\$65.00
					\$943.00

Vendor: Dicks Towing Inc

Check Number: 46342

Invoice No	Check Date	Account Number	Account Name	Description	Amount
176596	10/17/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing Case 2018-19925	\$126.16
69410	10/17/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing Case 2018-20178	\$126.16
					\$252.32

Vendor: E&E Lumber Inc

Check Number: 46343

Invoice No	Check Date	Account Number	Account Name	Description	Amount
141812	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Rebar/Cac Treated	\$478.29

\$478.29

Vendor: EFTPS

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101518	10/17/2018	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$19,131.56
					\$19,131.56

Vendor: Electronic Business Machines

Check Number: 46344

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR113132	10/17/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Copier Repair & Maintenance	\$199.70
AR113621	10/17/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Repair & Maintenance	\$1,223.51
AR114051	10/17/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$18.24
AR114051	10/17/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$18.25
					\$1,459.70

Vendor: Elite Lock and Safe

Check Number: 46345

Invoice No	Check Date	Account Number	Account Name	Description	Amount
36412	10/17/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Kaba Peaches Key Cut	\$46.41
					\$46.41

Vendor: Everett Stamp Works

Check Number: 46346

Invoice No	Check Date	Account Number	Account Name	Description	Amount
25357	10/17/2018	101 016 544 90 31 01	ST-Office Supplies	Approved Stamp	\$15.19
25357	10/17/2018	410 016 531 10 31 01	SW-Office Supplies	Approved Stamp	\$15.19
25393	10/17/2018	001 003 514 20 31 00	CC-Office Supply	Name Plates - Nikoo/Cornin	\$33.60

\$63.98

Vendor: Fairview Terrace LLC

Check Number: 46347

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100418	10/17/2018	001 000 322 10 00 00	Building Permits	BLD2018-0395 Credit for Revised Plan Resubmittal	\$536.80
					\$536.80

Vendor: Feldman and Lee

Check Number: 46348

Invoice No	Check Date	Account Number	Account Name	Description	Amount
093018	10/17/2018	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services Sept 2018	\$10,000.00
					\$10,000.00

Vendor: Foster

Check Number: 46349

Invoice No	Check Date	Account Number	Account Name	Description	Amount
40261	10/17/2018	001 008 521 30 31 00	LE-Community Outreach Supplies	Vinyl Banner & LSPD Patch Logos	\$169.50
					\$169.50

Vendor: Frontier

Check Number: 46350

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100118	10/17/2018	001 013 518 20 42 00	GG-Communication	City Hall Fax Services Oct 2018	\$19.20
100118	10/17/2018	101 016 543 30 42 00	ST-Communications	City Hall Fax Services Oct 2018	\$19.21
100118	10/17/2018	410 016 531 10 42 00	SW-Communications	City Hall Fax Services Oct 2018	\$19.20
					\$57.61

Check Number: 46351

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100118	10/17/2018	001 012 575 30 42 00	CS-Historical-Communications	Telephone Services - Museum Oct 2018	\$38.45
					\$38.45

Check Number: 46352

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100118	10/17/2018	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem Oct 2018	\$44.49
					\$44.49

Vendor: Glens Welding and Machine Inc

Check Number: 46353

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S11561	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Weed Eater Repair	\$316.22
					\$316.22

Vendor: Grainger

Check Number: 46354

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9928981571	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Antifatigue Mat	\$148.70
					\$148.70

Vendor: Granite Construction Supply

Check Number: 46355

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00073798	10/17/2018	001 010 576 80 31 01	PK-Ops-Clothing	Hoodies/Tee Shirts	\$111.22
262_00073798	10/17/2018	101 016 542 90 31 01	ST-Clothing	Hoodies/Tee Shirts	\$111.22
262_00073798	10/17/2018	410 016 531 10 31 00	SW-Clothing	Hoodies/Tee Shirts	\$111.23
262_00073799	10/17/2018	001 010 576 80 31 01	PK-Ops-Clothing	Tee Shirts	\$59.80
262_00073799	10/17/2018	101 016 542 90 31 01	ST-Clothing	Tee Shirts	\$59.80
262_00073799	10/17/2018	410 016 531 10 31 00	SW-Clothing	Tee Shirts	\$59.81
262_00073800	10/17/2018	001 010 576 80 31 01	PK-Ops-Clothing	Tee Shirts	\$55.37
262_00073800	10/17/2018	101 016 542 90 31 01	ST-Clothing	Tee Shirts	\$55.38
262_00073800	10/17/2018	410 016 531 10 31 00	SW-Clothing	Tee Shirts	\$55.38
262_00073802	10/17/2018	001 010 576 80 31 01	PK-Ops-Clothing	Windbreaker/Tee Shirts/Pants	\$90.27
262_00073802	10/17/2018	101 016 542 90 31 01	ST-Clothing	Windbreaker/Tee Shirts/Pants	\$90.28
262_00073802	10/17/2018	410 016 531 10 31 00	SW-Clothing	Windbreaker/Tee Shirts/Pants	\$90.28

262_00073859	10/17/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Sign	\$76.79
262_00073865	10/17/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Sign Double Sided	\$197.46
262_00073866	10/17/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Landscaping Signs	\$52.66
262_00074119	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	18 inch Machete	\$65.71
					\$1,342.66

Vendor: Green Dot Concrete LLC

Check Number: 46356

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2374	10/17/2018	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Concrete Sidewalk Repair	\$319.12
2429	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Concrete Boat Launch	\$157.10
					\$476.22

Vendor: Griffen

Check Number: 46357

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7Z0502586	10/17/2018	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00
					\$300.00

Vendor: Heinemann

Check Number: 46358

Invoice No	Check Date	Account Number	Account Name	Description	Amount
091618	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - SWAT Annual/Salem OR - G Heinemann	\$115.00
					\$115.00

Vendor: Henley Leadership Group Inc

Check Number: 46359

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1245177	10/17/2018	001 010 576 80 41 00	PK-Professional Services	Leadership Training	\$633.33

1245177	10/17/2018	101 016 542 30 41 02	ST-Professional Service	Leadership Training	\$633.34
1245177	10/17/2018	410 016 531 10 41 01	SW-Professional Services	Leadership Training	\$633.33
					\$1,900.00

Vendor: HERC Rentals Inc

Check Number: 46360

Invoice No	Check Date	Account Number	Account Name	Description	Amount
30253608-001	10/17/2018	101 016 542 30 45 00	ST-Rentals-Leases	Scissor Lift Rental	\$340.31
30253608-001	10/17/2018	410 016 531 10 45 01	SW-Rentals-Leases	Scissor Lift Rental	\$340.32
					\$680.63

Vendor: Hingtgen

Check Number: 46361

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102918	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Patrol Rifle Instructor/Snohomish WA - M Hingtgen	\$100.00
					\$100.00

Vendor: Horizon Distributors Inc

Check Number: 46362

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2M076740	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Turfgro	\$282.59
					\$282.59

Vendor: Hough Beck & Baird Inc

Check Number: 46363

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12246	10/17/2018	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Park Design July 2018	\$2,391.07
12330	10/17/2018	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Park Design Sept 2018	\$21,975.62
					\$24,366.69

Vendor: Hunter

Check Number: 46364

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2161	10/17/2018	001 007 558 50 41 04	Permit Related Professional Hearing Examiner Services Sr		\$6,000.00
					\$6,000.00

Vendor: Iron Mountain Quarry LLC

Check Number: 46365

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0281268	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Minus/Rock/Dump Fees	\$253.30
0281268	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Minus/Rock/Dump Fees	\$253.29
0281389	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Rock	\$39.45
0281389	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Rock	\$39.45
0281814	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Rock/Dump Fees	\$393.15
					\$978.64

Vendor: J Thayer Company Inc

Check Number: 46366

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1285486-0	10/17/2018	001 007 558 50 31 01	PL-Operating Costs	Janitorial Supplies	\$23.07
1285486-0	10/17/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Janitorial Supplies	\$100.91
1285486-0	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Janitorial Supplies	\$51.89
1285486-0	10/17/2018	001 012 575 50 41 00	CS-Community Center - Cleaning	Janitorial Supplies	\$31.71
1285486-0	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies	\$28.83
1285486-0	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Janitorial Supplies	\$25.95
1285486-0	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Janitorial Supplies	\$25.95
1288798-0	10/17/2018	001 003 514 20 31 00	CC-Office Supply	Archive Paper	\$29.94
1288798-0	10/17/2018	001 007 558 50 31 00	PL-Office Supplies	Paper	\$57.91
1288798-0	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Stapler/Calendar	\$16.67
1288798-0	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Soap/Paper/Key Tags/Binder Clips/Post It Notes	\$202.64

1288798-0	10/17/2018	101 016 544 90 31 01	ST-Office Supplies	Stapler/Calendar	\$16.68
1288798-0	10/17/2018	410 016 531 10 31 01	SW-Office Supplies	Stapler/Calendar	\$16.68
1289018-0	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Rubberbands	\$4.56
1289422-0	10/17/2018	001 008 521 20 31 00	LE-Office Supplies	Pens/Tape	\$61.19
1289426-0	10/17/2018	001 008 521 20 31 00	LE-Office Supplies	Paper - Pink	\$29.38
1290908-0	10/17/2018	001 002 513 11 31 00	AD-Office Supply	Pens	\$11.91
1290908-0	10/17/2018	001 007 558 50 31 00	PL-Office Supplies	Highlighters/Folders/Stapler/Pens	\$76.32
1290908-0	10/17/2018	001 007 559 30 31 00	PB-Office Supplies	Highlighters	\$2.40
1290908-0	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Whiteboard/Markers/Erasers	\$172.00
1290908-0	10/17/2018	001 013 518 20 31 00	GG-Operating Costs	Soap/Rubberbands	\$24.28
1290908-0	10/17/2018	101 016 544 90 31 01	ST-Office Supplies	Whiteboard/Markers/Erasers	\$172.00
1290908-0	10/17/2018	410 016 531 10 31 01	SW-Office Supplies	Whiteboard/Markers/Erasers	\$172.01
1293156-0	10/17/2018	001 003 514 20 31 00	CC-Office Supply	Coat Hook Clip	\$20.68
1293156-0	10/17/2018	001 007 558 50 31 00	PL-Office Supplies	Folders/Flags/Files/Part Hanger	\$178.97
1293156-0	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Scissors	\$3.24
1293156-0	10/17/2018	101 016 544 90 31 01	ST-Office Supplies	Scissors	\$3.25
1293156-0	10/17/2018	410 016 531 10 31 01	SW-Office Supplies	Scissors	\$3.25
					\$1,564.27

Vendor: Kaiser Permanente

Check Number: 46367

Invoice No	Check Date	Account Number	Account Name	Description	Amount
67451615	10/17/2018	001 008 521 20 41 00	LE-Professional Services	New Employee Health Screening	\$45.00
					\$45.00

Vendor: Kilroy

Check Number: 46368

Invoice No	Check Date	Account Number	Account Name	Description	Amount
092618	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - BAC/SFST Recert/Burien WA - J Kilroy	\$22.00
					\$22.00

Vendor: Lake Industries LLC

Check Number: 46369

Invoice No	Check Date	Account Number	Account Name	Description	Amount
277773	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Pit Run	\$90.04
36485	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Fill Hauled In	\$50.00
					\$140.04

Vendor: Lake Stevens Sewer District

Check Number: 46370

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102018	10/17/2018	001 008 521 50 47 00	LE-Facility Utilities	Sewer - N Lakeshore Dr	\$86.00
102018	10/17/2018	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station	\$86.00
102018	10/17/2018	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park	\$172.00
102018	10/17/2018	001 012 572 20 47 00	CS-Library-Utilities	Sewer - Library	\$86.00
102018	10/17/2018	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall	\$172.00
102018	10/17/2018	001 013 518 20 47 00	GG-Utilities	Sewer - Family Center	\$86.00
102018	10/17/2018	001 013 518 20 47 00	GG-Utilities	Sewer - Permit Center	\$86.00
102018	10/17/2018	001 013 518 20 47 00	GG-Utilities	Sewer - Vacant Houses 20th St SE	\$86.00
102018	10/17/2018	101 016 543 50 47 00	ST-Utilities	Sewer - 99th Ave SE Property	\$86.00
					\$946.00

Vendor: Lakeside Industries Inc

Check Number: 46371

Invoice No	Check Date	Account Number	Account Name	Description	Amount
63923	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	EZ Street Bags	\$1,687.76
					\$1,687.76

Vendor: Lemay Mobile Shredding

Check Number: 46372

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4583958	10/17/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD Sept 2018	\$124.43
4583959	10/17/2018	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH Sept 2018	\$52.73
					\$177.16

Vendor: Lenz Enterprises

Check Number: 46373

Invoice No	Check Date	Account Number	Account Name	Description	Amount
06045849	10/17/2018	001 010 576 80 31 02	PK-Eagle Ridge Pk-Ops	Wood Chip Mulch	\$738.06
					\$738.06

Vendor: LN Curtis & Sons

Check Number: 46374

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV219019	10/17/2018	520 008 594 21 63 00	Capital Equipment	Hi-Vis Yellow Front Breakaway Safety Vest for New PD Vehicles	\$231.97
INV220547	10/17/2018	001 008 521 20 31 02	LE-Minor Equipment	Corporal Chevrons	\$33.66
					\$265.63

Vendor: Meis

Check Number: 46375

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100418	10/17/2018	001 007 558 50 41 00	PL-Professional Servic	Reimburse Excise Fee Filing	\$10.00
					\$10.00

Vendor: Meyers

Check Number: 46376

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100118	10/17/2018	001 007 558 50 43 00	PL-Travel & Mtgs	PerDiem - WSAPT 2018/Chelan WA - T Meyers	\$145.00
					\$145.00

Vendor: NOVAtime Technology Inc

Check Number: 46377

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PSI091654	10/17/2018	001 004 514 23 48 00	FI-Software Maint	Employee Time Management System Set Up	\$15,400.00
					\$15,400.00

Vendor: O Reilly Auto Parts

Check Number: 46378

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-457712	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Drum Pro Kit PW14	(\$10.17)
2960-457712	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Drum Pro Kit PW14	(\$10.18)
2960-458677	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Capsule Credit	(\$18.46)
2960-458677	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Capsule Credit	(\$18.46)
2960-458677	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Capsule Credit	(\$18.47)
2960-458767	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Calipers/Brake Rotor/Seals PW14	\$152.77
2960-458767	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Calipers/Brake Rotor/Seals PW14	\$152.77
2960-458789	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Whl Brg Set PW14	\$13.04
2960-458789	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Whl Brg Set PW14	\$13.05
2960-458800	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Power Steering Pump/Pulley Tool PW14 Credit	(\$5.99)
2960-458800	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Power Steering Pump/Pulley Tool PW14 Credit	(\$5.99)
2960-458992	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Filters PW40 and Stock	\$113.36
2960-458992	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Filters PW40 and Stock	\$113.37
2960-459259	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Rear Axle Seal PW 40	\$33.58
2960-459259	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Rear Axle Seal PW 40	\$33.57
2960-459275	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Locknut Socket	\$11.02
2960-459275	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Locknut Socket	\$11.02
2960-459275	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Locknut Socket	\$11.02
2960-459441	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Seal Tool PW 40	\$14.45
2960-459441	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Seal Tool PW 40	\$14.46
2960-460224	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Calipers/Brake Rotor/Seals PW14 Credit	(\$34.85)
2960-460224	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Calipers/Brake Rotor/Seals PW14 Credit	(\$34.85)
2960-460344	10/17/2018	001 007 559 30 31 01	PB-Operating Cost	Oil Filter PW51	\$11.92
2960-460533	10/17/2018	001 008 521 20 31 02	LE-Minor Equipment	Capsule	\$19.59
					\$561.57

Vendor: Office of The State Treasurer

Check Number: 46379

Invoice No	Check Date	Account Number	Account Name	Description	Amount
093018	10/17/2018	633 000 589 30 00 03	State Building Permit Remit	Sept 2018 State Court Fees	\$886.00
093018	10/17/2018	633 000 589 30 00 04	State Court Remittance	Sept 2018 State Court Fees	\$18,918.75

\$19,804.75

Vendor: Outcomes by Levy LLC

Check Number: 46380

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-09-LS	10/17/2018	001 013 511 70 40 00	Lobbying Services	Legislative/Regulatory Consulting for Sept 2018	\$4,531.02

\$4,531.02

Vendor: Owen Equipment Company

Check Number: 46381

Invoice No	Check Date	Account Number	Account Name	Description	Amount
90560	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Hose Suction No	\$663.63
90560	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Hose Suction No	\$663.64
90589	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	WLDT - Suction	\$303.98
90589	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	WLDT - Suction	\$303.99

\$1,935.24

Vendor: Perteet Inc

Check Number: 46382

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20120176.001-40	10/17/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE Phase II-Segment 1 Design	\$233.60

\$233.60

Vendor: Petty Cash Account

Check Number: 46383

Invoice No	Check Date	Account Number	Account Name	Description	Amount
072018	10/17/2018	001 000 321 20 00 00	Bus. Lic - Health	George Gillard	\$40.00

082318	10/17/2018	001 004 514 23 43 00	FI-Travel & Meetings	SCCFOA - Training	\$20.00
092718	10/17/2018	001 004 514 23 43 00	FI-Travel & Meetings	SCCFOA - Training	\$20.00
					\$80.00

Vendor: Pitney Bowes

Check Number: 46384

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3307188062	10/17/2018	001 013 518 20 45 00	GG- Rental & Services	Q3 2018 Postage Machine Rental	\$353.00
					\$353.00

Vendor: Public Safety Testing Inc

Check Number: 46385

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-8633	10/17/2018	001 008 521 20 41 00	LE-Professional Services	Q3 2018 Recruiting Assistance	\$437.00
					\$437.00

Vendor: Puget Sound Energy

Check Number: 46386

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24316495 1018	10/17/2018	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$11.38
24316495 1018	10/17/2018	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	\$11.38
24316495 1018	10/17/2018	410 016 531 10 47 00	SW-Utilities	Natural Gas - City Shop	\$11.38
					\$34.14

Check Number: 46387

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3723810 1018	10/17/2018	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$71.72
					\$71.72

Vendor: Pugh

Check Number: 46388

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102418	10/17/2018	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - WAPRO Conf/Tacoma WA - K Pugh	\$91.62

\$91.62

Vendor: Purchase Power

Check Number: 46389

Invoice No	Check Date	Account Number	Account Name	Description	Amount
092418	10/17/2018	001 007 558 50 42 00	PL-Communication	Postage	\$85.48
092418	10/17/2018	001 013 518 20 42 00	GG-Communication	Postage	\$212.83
092418	10/17/2018	101 016 543 30 42 00	ST-Communications	Postage	\$0.84
092418	10/17/2018	410 016 531 10 42 00	SW-Communications	Postage	\$0.85
					\$300.00

Vendor: Quilceda Paving & Construction Inc

Check Number: 46390

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6404	10/17/2018	101 016 542 30 41 00	ST-Overlays	2018 Pavement Overlay	\$223,105.30
6411	10/17/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Asphalt Repair 10409 12th PL SE	\$14,193.60
6416	10/17/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Asphalt Repair 830 74th Dr SE	\$12,049.40
6417	10/17/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Asphalt Repair 804 72nd Dr SE	\$7,612.50
					\$256,960.80

Vendor: Ready Wireless LLC

Check Number: 46391

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100818	10/17/2018	001 000 316 40 00 02	Private Utility - Telephone	Tax ID #26-1827824 Refund Duplicate Payment Received	\$18.86
					\$18.86

Vendor: Republic Services 197

Check Number: 46392

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002341880	10/17/2018	001 010 576 80 45 01	PK- Dumpster Service	Dumpster Services - City Shop	\$267.74

0197-002341880	10/17/2018	101 016 542 30 45 01	ST-Dumpster Service	Dumpster Services - City Shop	\$267.74
0197-002341880	10/17/2018	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services - City Shop	\$267.75
					\$803.23

Check Number: 46393

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002342480	10/17/2018	001 013 518 20 45 01	GG-Dumpster Service	Dumpster Services - City Hall	\$147.42
					\$147.42

Vendor: Rexel USA Inc

Check Number: 46394

Invoice No	Check Date	Account Number	Account Name	Description	Amount
T074957	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Def Purpose PWR/GFI/Plugs/Anti Oxidnt	(\$138.08)
T074957	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Def Purpose PWR/GFI/Plugs/Anti Oxidnt	(\$138.08)
T328945	10/17/2018	001 010 576 80 31 02	PK-Eagle Ridge Pk-Ops	LED Floodlights	\$1,136.14
T424449	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Conduits/Screws/Strap/Grn Grd	\$221.99
T424449	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Conduits/Screws/Strap/Grn Grd	\$221.98
T434350	10/17/2018	001 010 576 80 31 02	PK-Eagle Ridge Pk-Ops	Extension Ring	\$2.27
T442549	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Ceiling Lighting Fixture	\$424.76
T442549	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Ceiling Lighting Fixture	\$424.76
T442549	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Ceiling Lighting Fixture	\$424.77
T479038	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	PVC Rad Sweep/Conduit	\$132.74
T479038	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	PVC Rad Sweep/Conduit	\$132.74
Y079869	10/17/2018	001 010 594 76 64 00	PK-Capital Outlay	Light Fixtures	\$1,805.24
Y079869	10/17/2018	101 016 594 42 64 00	ST-Capital Expenditures	Light Fixtures	\$1,805.24
Y079869	10/17/2018	410 016 594 31 60 01	SW - Capital Expenditure	Light Fixtures	\$1,805.24
					\$8,261.71

Vendor: Schedler

Check Number: 46395

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110518	10/17/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Collision Basic/Marysville WA - C Schedler	\$100.00

\$100.00

Vendor: Setina Manufacturing Co Inc

Check Number: 46396

Invoice No	Check Date	Account Number	Account Name	Description	Amount
170244	10/17/2018	520 008 594 21 63 00	Capital Equipment	Rail Mount/Cargo Box/Radio Tray/Wht Board - New PD Vehicles	\$6,955.19
					\$6,955.19

Vendor: SirennetCom

Check Number: 46397

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0233165-IN	10/17/2018	520 008 594 21 63 00	Capital Equipment	Lightbars/Sirens - New PD Vehicles	\$6,060.55
					\$6,060.55

Vendor: Six Robblees Inc

Check Number: 46398

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-351886	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Check Valve	(\$39.75)
14-351886	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Check Valve	(\$39.75)
14-375035	10/17/2018	001 010 576 80 48 00	PK-Repair & Maintenance	Mud Flat/Slack Adj Kit/Valve Drum - PW40	\$183.46
14-375035	10/17/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Mud Flat/Slack Adj Kit/Valve Drum - PW40	\$183.46
14-375035	10/17/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Mud Flat/Slack Adj Kit/Valve Drum - PW40	\$183.46
14-375067	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Toolbox PW40	\$181.85
14-375067	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Toolbox PW40	\$181.85
14-375401	10/17/2018	101 015 543 30 31 00	ME - Operating Costs	Duplex Wire - PW56	\$25.55
14-375401	10/17/2018	410 015 531 10 31 00	ME - Operating Costs	Duplex Wire - PW56	\$25.56
					\$885.69

Vendor: Smarsh Inc

Check Number: 46399

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV00413943	10/17/2018	510 006 518 80 49 05	LR - Smarsh	Archiving Platform - Content Usage/Web Archiving Sept 2018	\$654.00
					\$654.00

Vendor: Snohomish County 911

Check Number: 46400

Invoice No	Check Date	Account Number	Account Name	Description	Amount
799	10/17/2018	001 008 528 00 51 00	LE-Snopac Dispatch	Dispatch Services	\$29,799.49
845	10/17/2018	001 008 528 00 51 00	LE-Snopac Dispatch	Access Assessment - Quarterly	\$2,275.14
					\$32,074.63

Vendor: Snohomish County PUD

Check Number: 46308

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Quote	10/15/2018	101 016 542 63 47 00	ST-Lighting - Utilities	Install 2 UG Street Lighte 12300 17th PL NE	\$7,696.00
					\$7,696.00

Check Number: 46401

Invoice No	Check Date	Account Number	Account Name	Description	Amount
104984628	10/17/2018	001 013 518 20 47 00	GG-Utilities	200206019 Old City Hall	\$145.67
104984629	10/17/2018	001 012 572 20 47 00	CS-Library-Utilities	200206977 Library	\$270.62
104984629	10/17/2018	001 013 518 20 47 00	GG-Utilities	200206977 Library Water Meter	\$112.54
111597922	10/17/2018	001 013 518 20 47 00	GG-Utilities	200245215 Family Center	\$187.16
114901157	10/17/2018	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	\$128.77
118223683	10/17/2018	001 012 575 50 47 00	CS-Community Center-Utilities	200860922 Community Center	\$219.36
12813972	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	\$46.93
128140880	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	\$171.78
131454247	10/17/2018	001 010 576 80 47 00	PK-Utilities	202513354 Park lighting	\$21.83
134759308	10/17/2018	001 010 576 80 47 00	PK-Utilities	201513934 Parks	\$18.14
137966400	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	\$11,043.94
137968118	10/17/2018	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park	\$47.66

141272883	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	\$221.93
141277217	10/17/2018	001 012 575 30 47 00	CS-Historical-Utilities	202289237 Museum	\$9.07
141277217	10/17/2018	001 012 575 51 47 00	CS-Grimm House Utilities	202289237 Grimm House	\$9.07
144613076	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203115522 Street Light meter	\$137.35
147902710	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$22.68
151209771	10/17/2018	001 013 518 20 47 00	GG-Utilities	221412273 Admin Annex	\$105.17
151211463	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal	\$161.63
154454942	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,264.08
154454943	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	\$1,239.49
157655063	10/17/2018	001 010 576 80 47 00	PK-Utilities	203203245 Lundeen Restrooms	\$1,102.48
157657940	10/17/2018	001 013 518 20 47 00	GG-Utilities	201956075 War Memorial	\$27.92
157658498	10/17/2018	001 013 518 20 47 00	GG-Utilities	201783685 New City Hall	\$253.39
157659612	10/17/2018	001 010 576 80 47 00	PK-Utilities	200748721 Parks	\$50.17
160835214	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203730189 Traffic Signal	\$68.23
160835215	10/17/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signal	\$82.94
164058303	10/17/2018	001 010 576 80 47 00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$46.30
					\$17,216.30

Vendor: Snohomish County PW S

Check Number: 46402

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000479570	10/17/2018	101 016 542 64 48 02	ST-Traffic Control - Striping	Street Striping Aug 2018	\$34,712.95
					\$34,712.95

Vendor: Snohomish County Sherrifs Office

Check Number: 46403

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-4602	10/17/2018	001 008 523 60 51 00	LE-Jail	Jail Services Aug 2018	\$14,274.79
					\$14,274.79

Vendor: Snohomish County Treasurer

Check Number: 46404

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100318	10/17/2018	633 000 589 30 00 06	Crime Victims Compensation	Sept 2018 Crime Victims Compensation	\$264.19
					\$264.19

Vendor: Sound Publishing Inc

Check Number: 46405

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH727171	10/17/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0145 20th Street Ballfields	\$82.68
EDH826946	10/17/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0148 DNS Safe Routes to School	\$99.88
EDH826954	10/17/2018	001 013 518 30 41 01	GG-Advertising	Special Meeting - Lundein Park Grand Opening	\$34.52
EDH827051	10/17/2018	001 013 518 30 41 01	GG-Advertising	2019 Preliminary Budget Workshop	\$37.96
EDH828346	10/17/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0015,0016 Hewitt Preliminary PLAT	\$93.00
EDH828566	10/17/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2017-0149 Nourse Phase 3 and 4	\$106.76
					\$454.80

Vendor: Sound Safety Products Co Inc

Check Number: 46406

Invoice No	Check Date	Account Number	Account Name	Description	Amount
228814/1	10/17/2018	001 010 576 80 31 01	PK-Ops-Clothing	Uniform Gear - B Connolly	\$169.44
228814/1	10/17/2018	101 016 542 90 31 01	ST-Clothing	Uniform Gear - B Connolly	\$169.44
228814/1	10/17/2018	410 016 531 10 31 00	SW-Clothing	Uniform Gear - B Connolly	\$169.45
235433/1	10/17/2018	001 010 576 80 31 01	PK-Ops-Clothing	Work Pants - New Employees	\$72.36
235433/1	10/17/2018	101 016 542 90 31 01	ST-Clothing	Work Pants - New Employees	\$72.36
235433/1	10/17/2018	410 016 531 10 31 00	SW-Clothing	Work Pants - New Employees	\$72.37
					\$725.42

Vendor: Sound Security Inc

Check Number: 46407

Invoice No	Check Date	Account Number	Account Name	Description	Amount
905012	10/17/2018	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring Oct 2018	\$570.87
					\$570.87

Vendor: SSHI LLC

Check Number: 46408

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100418	10/17/2018	301 000 345 85 10 01	Traffic Mitigation - TIZ 1	BLD2018-0330 Credit Traffic Impact Fee	\$729.00
					\$729.00

Vendor: Stericycle Inc

Check Number: 46409

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3004425508	10/17/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36
					\$10.36

Vendor: Superior Septic Service LLC

Check Number: 46410

Invoice No	Check Date	Account Number	Account Name	Description	Amount
140583	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Septic Services 1925 83rd Ave SE	\$559.69
					\$559.69

Vendor: SVR Inc

Check Number: 46411

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20820	10/17/2018	001 013 518 20 45 01	GG-Dumpster Service	Pickup/Delivery 40 Yard Dumpster 9407 4th St NE	\$1,064.75
					\$1,064.75

Vendor: Tacoma Screw Products Inc

Check Number: 46412

Invoice No	Check Date	Account Number	Account Name	Description	Amount

18205124-2	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Nuts/Screws/Safety Glasses - Unpaid Tax on Invoice	\$15.40
18205124-2	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Nuts/Screws/Safety Glasses - Unpaid Tax on Invoice	\$15.41
18205124-2	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Nuts/Screws/Safety Glasses - Unpaid Tax on Invoice	\$15.41
18216827	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Can Liners	\$399.74
18216827	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Can Liners	\$399.74
18216828	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Towels/Cleaner/Gloves/Broom/Soap/Screws	\$1,023.03
18216828	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Towels/Cleaner/Gloves/Broom/Soap/Screws	\$1,023.03
18216829	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Wasp/Hornet Killer	\$36.18
18216829	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Wasp/Hornet Killer	\$36.18
18216829	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Wasp/Hornet Killer	\$36.19
18217679	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Rakes	\$140.78
18217680	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Hornet/Wasp Spray	\$79.67
18217681	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Marking Paint/Screws/Caution Tape/Toilet Paper	\$88.15
18217681	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Marking Paint/Screws/Caution Tape/Toilet Paper	\$88.15
18217681	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Marking Paint/Screws/Caution Tape/Toilet Paper	\$88.15
18217682	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	White Aerosol Paint	\$59.64
18217682	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	White Aerosol Paint	\$59.64
18217682	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	White Aerosol Paint	\$59.65
18217683	10/17/2018	001 010 576 80 31 00	PK-Operating Costs	Anti-Seize Stick	\$44.06
18217683	10/17/2018	101 016 544 90 31 02	ST-Operating Cost	Anti-Seize Stick	\$44.06
18217683	10/17/2018	410 016 531 10 31 02	SW-Operating Costs	Anti-Seize Stick	\$44.07
					\$3,796.33

Vendor: Technological Services Inc
Check Number: 46413

Invoice No	Check Date	Account Number	Account Name	Description	Amount
10154	10/17/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Maintenance PT-14-56	\$575.15
10251	10/17/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Repair Work PT-14-58	\$1,724.78
10252	10/17/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Repair Work PT-15-63	\$807.76
					\$3,107.69

Vendor: The S Morris Co

Check Number: 46414

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WA70314-I-0004	10/17/2018	001 008 521 20 41 00	LE-Professional Services	Cremation Services Sept 2018	\$77.40
					\$77.40

Vendor: Tribune

Check Number: 46415

Invoice No	Check Date	Account Number	Account Name	Description	Amount
811341.07	10/17/2018	001 002 513 11 41 00	AD-Professional Services	Advertising RFP - City Attorney Services	\$1,344.00
					\$1,344.00

Vendor: UPS

Check Number: 46416

Invoice No	Check Date	Account Number	Account Name	Description	Amount
74Y42398	10/17/2018	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$23.60
					\$23.60

Vendor: Verizon Northwest

Check Number: 46417

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9815220032	10/17/2018	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Services	\$389.13
9815220032	10/17/2018	001 001 513 10 42 00	Executive - Communication	Wireless Phone Services	\$158.74

9815220032	10/17/2018	001 002 513 11 42 00	AD-Communications	Wireless Phone Services	\$52.61
9815220032	10/17/2018	001 004 514 23 42 00	FI-Communications	Wireless Phone Services	\$55.59
9815220032	10/17/2018	001 005 518 10 42 00	HR-Communications	Wireless Phone Services	\$176.81
9815220032	10/17/2018	001 006 518 80 42 00	IT-Communications	Wireless Phone Services	\$105.22
9815220032	10/17/2018	001 007 558 50 42 00	PL-Communication	Wireless Phone Services	\$89.74
9815220032	10/17/2018	001 007 559 30 42 00	PB-Communication	Wireless Phone Services	\$96.56
9815220032	10/17/2018	001 008 521 20 42 00	LE-Communication	Wireless Phone Services	\$2,960.09
9815220032	10/17/2018	001 010 576 80 42 00	PK-Communication	Wireless Phone Services	\$376.09
9815220032	10/17/2018	101 016 543 30 42 00	ST-Communications	Wireless Phone Services	\$376.10
9815220032	10/17/2018	410 016 531 10 42 00	SW-Communications	Wireless Phone Services	\$376.10
					\$5,212.78

Vendor: WABO

Check Number: 46418

Invoice No	Check Date	Account Number	Account Name	Description	Amount
36027	10/17/2018	001 007 558 50 41 03	PL-Advertising	Job Posting - Plans Examiner/Building Inspector	\$50.00
					\$50.00

Vendor: Washington State Criminal Justice

Check Number: 46419

Invoice No	Check Date	Account Number	Account Name	Description	Amount
201131062	10/17/2018	001 008 521 40 49 01	LE-Registration Fees	Firearms Patrol Rifle Instructor Training - M Hingtgen	\$500.00
					\$500.00

Vendor: Washington State Patrol

Check Number: 46420

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I19002195	10/17/2018	633 000 589 30 00 10	Gun Permit - FBI Remittance	Weapons Permit Background Checks Sept 2018	\$288.00
					\$288.00

Vendor: Wave Broadband

Check Number: 46421

Invoice No	Check Date	Account Number	Account Name	Description	Amount
06586647	10/17/2018	001 002 513 11 42 00	AD-Communications	Telephone Services	\$34.40
06586647	10/17/2018	001 003 514 20 42 00	CC-Communications	Telephone Services	\$68.81
06586647	10/17/2018	001 004 514 23 42 00	FI-Communications	Telephone Services	\$68.81
06586647	10/17/2018	001 005 518 10 42 00	HR-Communications	Telephone Services	\$34.40
06586647	10/17/2018	001 006 518 80 42 00	IT-Communications	Telephone Services	\$103.21
06586647	10/17/2018	001 007 558 50 42 00	PL-Communication	Telephone Services	\$223.75
06586647	10/17/2018	001 007 559 30 42 00	PB-Communication	Telephone Services	\$34.40
06586647	10/17/2018	001 008 521 20 42 00	LE-Communication	Telephone Services	\$1,170.22
06586647	10/17/2018	001 012 575 30 42 00	CS-Historical-Communications	Telephone Services	\$34.41
06586647	10/17/2018	001 012 575 50 42 00	CS-Community Center - Comm	Telephone Services	\$34.41
06586647	10/17/2018	001 013 518 20 42 00	GG-Communication	Telephone Services	\$137.62
06586647	10/17/2018	101 016 543 30 42 00	ST-Communications	Telephone Services	\$198.00
06586647	10/17/2018	410 016 531 10 42 00	SW-Communications	Telephone Services	\$198.00
06586647	10/17/2018	510 006 518 80 49 00	License Renewal - Annual Maint	3 Fiber Leases	\$1,975.62
					\$4,316.06

Vendor: Weed Graafstra & Associates Inc

Check Number: 46422

Invoice No	Check Date	Account Number	Account Name	Description	Amount
180	10/17/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$17,100.75
180	10/17/2018	001 011 515 41 41 01	Ext Consult - PRA	Legal Services - General Matters	\$2,303.50
180	10/17/2018	001 011 515 45 41 00	Ext Litigation - City Atty	Legal Services - General Matters	\$959.00
180	10/17/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	Legal Services - 20th Street Acquisitions	\$3,431.25
					\$23,794.50

Vendor: Willards Pest Control Co

Check Number: 46423

Invoice No	Check Date	Account Number	Account Name	Description	Amount
226408	10/17/2018	001 013 518 20 41 00	GG-Professional Service	Pest Control - Main St	\$105.25
226409	10/17/2018	001 008 521 50 48 00	LE-Facility Repair & Maint	Pest Control - N Lakeshore Dr	\$49.01
226410	10/17/2018	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants Except OHAS - Grade Rd	\$49.01
					\$203.27

Vendor: Woods

Check Number: 46424

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101618	10/17/2018	003 000 345 81 00 00	Zoning-Subdivision Fees	Refund - Permit Not Required	\$35.00
					\$35.00

**JOINT MEETING MINUTES
CITY OF LAKE STEVENS CITY COUNCIL AND
LAKE STEVENS SEWER DISTRICT**

Tuesday, October 9, 2018
Lake Stevens Community Center
1808 Main Street, Lake Stevens

CALL TO ORDER: 5:00 p.m. by Lake Stevens Mayor John Spencer

LAKE STEVENS COUNCIL
PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Rauchel McDaniel, Brett Gailey, Todd Welch and Marcus Tageant (5:18 p.m.)

LAKE STEVENS COUNCIL
ABSENT: Councilmember Kurt Hilt

LAKE STEVENS SEWER
DISTRICT PRESENT: Commissioners Dan Lorentzen, Mariah Low, Kevin Kosche

LAKE STEVENS SEWER
DISTRICT ABSENT: None

ALSO PRESENT: City of Lake Stevens: City Administrator Gene Brazel, Finance Director Barb Stevens, Deputy City Clerk Adri Crim

Lake Stevens Sewer District: Manager of Administration Tonya Christoffersen, Senior Accounting Clerk Mickie Cooper, Senior Customer Service Representative Tara Bighouse

OTHERS:

The meeting was called to order at 5:00 p.m. by Mayor Spencer

Roll Call: All present

Discussion Item:

Lake Stevens Sewer District Proposed Rate Structure: Lake Stevens Sewer District Commissioner Kosche explained the general guidelines for how the sewer district looks at rate structures. He said the District is sharing this information to be transparent and for coordination with the City to receive input on the new proposed rate structure.

The new rate structure was reviewed in detail, including how it could be utilized to either pay down Sewer District debt, help fund a capital reserve fund, or for daily operations. The proposed rate increases were discussed and Sewer District representatives responded to Councilmembers' questions. Councilmembers encouraged that it will be important to educate

the public in advance of the rate increases, and there was discussion as to how this could be accomplished.

Commissioner Kosche anticipated that a decision on how to move forward with the proposed rate structure increases will be made within the next 30 days, and this will be shared with the City.

Adjourn:

There being no further business the meeting was adjourned at 5:50 p.m.

John Spencer, Mayor

Kathy Pugh, City Clerk

DRAFT

**CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES**

Tuesday, October 9, 2018

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 6:30 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel, Brett Gailey and Marcus Tageant

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Police Chief John Dyer, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, Deputy City Clerk Adri Crim, City Attorney Daniel Kenny

OTHERS:

Pledge of Allegiance: Mayor Spencer led the Pledge of Allegiance.

Roll Call: All present.

Approval of Agenda: Moved by Councilmember Daughtry seconded by Councilmember Welch, to approve the agenda. On vote the motion carried (7-0-0-0).

Introduction: Mayor Spencer introduced Navy Captain Michael F. Davis, Commanding Officer at Naval Station Everett.

Recess: Mayor Spencer then called for a brief recess at 6:34 pm. to allow Councilmembers to personally meet Captain Davis.

The regular meeting of the City Council reconvened at 6:50 p.m.

Oath of Office: Mayor Spencer administered the oath of office to newly appointed Art Commissioners John Cronin and Navid Dadkhah-Nikoo.

Mayor Spencer introduced the new temporary City Attorney Daniel Kenny with Ogden Murphy Wallace.

Citizen Comments:

Michele Hampton, PO Box 596, Lake Stevens, said in regards to the Interlocal Agreement with Snohomish Health District, she has no objection generally but offered some wording change suggestions to help protect the City.

Council Business:

- Councilmember Hilt: Board of Health, Parks Board; recognized Veterans Commissioner Shawn Frederick in attendance tonight.
- Councilmember Petershagen: Bartell's grand opening.
- Councilmember Welch: Arts Commission, Navy Housing allowance.
- Councilmember McDaniel: Bartell's grand opening.
- Councilmember Gailey: Bartell's grand opening.
- Councilmember Daughtry: Bartell's grand opening, Veterans Commission, Community Transit, War Memorial, Chamber of Commerce meeting tomorrow.
- Councilmember Tageant: Veterans Commission, Bartell's grand opening.

Mayor's Business: Mayor Spencer said he will be attending a meeting tomorrow with mayors from the surrounding communities and the Secretary of the Navy to discuss the future of Naval Station Everett.

City Department Report:

- Community Development Director Russ Wright: Park Board, WRPA Parks Leadership Summit, Veterans Memorial Board, new Police Department.
- Human Resources Director Teri Smith: Salary Commission.
- Chief of Police John Dyer: Mill Creek canine presentation.

Consent Agenda:

MOTION: Moved by Councilmember Welch, seconded by Councilmember Hilt, to approve (A) 2018 Vouchers [Payroll Direct Deposits of \$203,369.55, Payroll Checks 46215, 46224 totaling \$3,111.38, Tax Deposits of \$72,565.23, Electronic Funds Transfers (ACH) of \$243,782.64, Claims Check Nos. 46214, 46216-46223, 46225-46304 totaling \$263,484.16, Total Vouchers Approved: \$786,312.96], (B) City Council Workshop Meeting Minutes of September 25, 2018, (C) City Council Regular Meeting Minutes of September 25, 2018, (D) City Council Workshop Meeting Minutes of October 2, 2018, (E) Interlocal Agreement with Snohomish Health District re 2018 Per Capita Funding (removed to Action Items), (F) Ordinance 1035 regarding Budget Amendment, (G) Changes to City Council Meeting Schedule.

Councilmember McDaniel expressed concerns with the Interlocal Agreement with Snohomish Health District and asked that this item be pulled from the Consent Agenda to make some clarifications.

MOTION TO AMEND THE MAIN MOTION: Moved by Councilmember McDaniel, seconded by Councilmember Gailey, to remove Item E, Interlocal Agreement with Snohomish Health District re 2018 Per Capita Funding from the Consent Agenda to Action Items.

VOTE: On vote the motion to amend the main motion carried (6-1-0-0).

Mayor Spencer clarified this is a motion to amend an ILA that was previously authorized by Council.

VOTE ON MAIN MOTION: On vote the motion to approve the Consent Agenda as amended carried (6-1-0-0).

Action Item:

Interlocal Agreement with Snohomish Health District regarding 2018 Per Capita Funding:
Mayor Spencer said there was a citizen suggestion to further clarify and make changes to the terms and scope of services on this agreement.

City Administrator Brazel clarified the changes suggested by Ms. Hampton were to clean up the language in the terms, and to create and Item B. and move the existing Item B. to Item C. in the scope of services to clarify how it only applies for a one year period.

Councilmember McDaniel also clarified it should include language to be approved and reviewed annually by the City Council and be for one calendar year.

MOTION: Moved by Councilmember McDaniel, seconded by Councilmember Gailey, to approve Interlocal Agreement with Snohomish Health District regarding 2018 Per Capita Funding as amended. On vote the motion carried (7-0-0-0).

Discussion Items:

2019 Budget: Finance Director Stevens presented a PowerPoint presentation and summarized the proposed 2019 Budget.

Responding to Councilmember Petershagen's question, Mayor Spencer said the storm water rates were falling and did not cover expenses and were substantially lower than any of the neighboring communities, so new storm water rates were enacted. He also said Lake Stevens is the only city in the County that does not currently apply a utility tax to storm water and the City's growth is equal to or greater than surrounding communities.

Councilmember Welch asked why the City charges utility taxes if they are not directly providing the services for the residents. Mayor Spencer responded the reason cities use utility taxes is to fund all the operations that the city has such as running the Police and Public Works Departments.

Councilmember Tageant commented even though the City does not directly provide the garbage service, the roads that the garbage trucks drive on are maintained by the City. He also mentioned there are unfunded mandates issued by the State that require the City to upgrade different systems to have certain level of water quality.

City Administrator Brazel said there are heavy trucks that drive on city roads to maintain utilities and are a burden on the roads so the utility taxes go towards street maintenance which alleviates the burden on the general fund.

Councilmember Daughtry asked if the utility companies are collecting the tax and passing it on to the City, are they also collecting a fee from the City to collect the tax. Director Stevens responded there is not a fee to collect the tax. She said staff previously reached out to AT&T and Verizon for clarification on the tax line items on bills and there is only one City tax.

Councilmember Tageant asked staff to reach out again and get clarification on the taxes from the cell phone companies.

Mayor Spencer commented the 79th Street project is to support the construction of Cavelero Park, and regarding the Trestle HOV, the City has an agreement through the last legislative session that the \$1.8 million can be used on 20th Street SE to create a dedicated lane for Community Transit buses to get from Highway 9 to just past the Trestle Station during peak traffic hours.

Finance Director Stevens said the Ordinance for utility tax will need to be done before mid-November to get on the County tax roll for 2019.

Responding to Mayor Spencer's questions, Chief Dyer explained a code enforcement position is needed, but the proposed IT position is critical to the everyday operations of the Police Department.

Director Stevens said the next discussion meeting for the 2019 Budget is set for November 6, 2018 and she does not anticipate any changes needing to be made, other than estimated endings.

Councilmember Tageant requested there be discussion on the Chamber of Commerce line item during the next budget discussion.

Councilmember Hilt requested there be additional discussion on the stormwater and utility taxes at the next Council meeting.

Executive Session: At 7:55 p.m. Mayor Spencer announced an executive session beginning in 5 minutes to last 15 minutes to discuss potential litigation, with no action to follow.

At 8:15 p.m. City Administrator Brazel announced the executive session is extended 15 minutes.

At 8:30 p.m. the regular meeting of the City Council reconvened.

Adjourn:

Moved by Councilmember Tageant, seconded by Councilmember Gailey, to adjourn the meeting at 8:31 p.m. On vote the motion carried (7-0-0-0).

John Spencer, Mayor

Kathy Pugh, City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: October 23, 2018

Subject: Family Center Lease

Contact

Person/Department: Gene Brazel, City Administrator **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Lease Agreement Between the City of Lake Stevens and Lutheran Community Services Northwest dba Lake Stevens Family Center.

SUMMARY/BACKGROUND: Lutheran Community Services Northwest dba Lake Stevens Family Center has provided services to the residents and community of Lake Stevens for many years, with the original lease having been entered into in 1995. The current lease with the Family Center is expired and the City has worked with Family Center to reach agreement on a new lease with a provision for mutually agreeable renewal. This lease was previously brought forward for approval at the September 25, 2018 Council meeting, but was removed from the agenda due to a maintenance problem with the facility. That problem has now been remedied and both the City and Family Center support moving forward with the lease.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:

ATTACHMENTS:

- Exhibit A: Lease Agreement

**LEASE AGREEMENT BETWEEN THE CITY OF LAKE STEVENS
AND LUTHERAN COMMUNITY SERVICES NW DBA
LAKE STEVENS FAMILY CENTER**

This Lease Agreement is made between the CITY OF LAKE STEVENS, a municipal corporation of the State of Washington, hereinafter called "City" and LUTHERAN COMMUNITY SERVICES NORTHWEST, an Oregon nonprofit corporation, dba Lake Stevens Family Center, hereinafter called "Family Center."

1. **LEASE PREMISES:** The City hereby leases to Family Center the premises located at 1803 – 123rd Drive NE, Lake Stevens, as depicted on **EXHIBIT A** as the "Lake Stevens Family Center." This lease includes the nonexclusive right to park in the developed parking spaces on parcels adjacent to the leased premises. No stalls shall be marked or reserved for the sole use of Family Center without the prior written consent of the City, in City's sole discretion. The City makes no representation that the available parking is adequate for Family Center's needs.

2. **TERM:** This lease shall be for a term of one (1) year commencing September ___, 2018, and expiring September ___, 2019. Either party may terminate this Lease upon six (6) months written notice to the other for any cause whatsoever. In the event City terminates the lease without cause, City shall make reasonable efforts to assist Family Center in finding a new location for its activities. Notwithstanding the above, City may terminate this lease if Family Center abandons the premises, ceases to use the premises for the purposes described in paragraph 4 below, or if at any time Family Center ceases to be an active nonprofit corporation in good standing with the Washington Secretary of State's Corporations Division.

So long as the City Council has made no finding that the use of the subject property is required for other municipal purposes, the parties agree that, barring a change in circumstances that makes renewal unfeasible or not in the public interest, this lease may be renewed upon mutually acceptable terms.

a) In addition, in the event that the sources of funding for the Family Center drastically reduce the amount of funding that the Family Center receives, such that the Family Center cannot continue operating, Family Center may terminate this Lease upon thirty (30) days written notice to City.

3. **RENTAL:** The City agrees to provide said space to Family Center without monetary rent payments subject to the following additional responsibilities of Family Center:

a) Family Center shall maintain and operate the property for the purposes described in paragraph 4 below;

b) Family Center shall be responsible for minor repairs and maintenance as hereinafter described;

4. **FAMILY CENTER'S USE OF PREMISES:** The leased premises may be used and occupied only for the benefit of the citizens of the City of Lake Stevens and other individuals who request the support, assistance and resources of Family Center, and for no other purpose or purposes, without City's prior written consent.

a) Family Center's use of the premises may include, at Family Center's discretion, use of the premises by third parties, with the permission of and under the supervision of Family Center, either for free or for a nominal fee. Occasional such use by third parties is

acknowledged by City as part of the expected and historical purpose of the Family Center and shall not be construed as a sublease or other violation of this Lease.

5. **HOURS OF OPERATION:** Family Center shall be open to provide services during regular business hours, or as otherwise stated in its public information material. Family Center may be open additional hours in order to meet specific needs of the community. Should there be a substantial reduction in the hours of operation, Family Center shall notify City and obtain City's written consent.

6. The parties agree that the value of the services Family Center provides to the City and its citizens is approximately the fair market leasehold value of the leased premises and other financial contributions made by the City pursuant to this lease.

- a) Family Center shall be responsible for securing the leased premises at the end of each working day and at times when the leased premises are closed.
- b) Family Center shall promptly comply with all laws, ordinances, orders, rules and regulations now in effect, or as hereafter amended, affecting the leased premises and its cleanliness, safety, occupation and use.
- c) Family Center shall not use any machinery or equipment in the leased premises that might be injurious to the building. Family Center will not perform any act or carry on any practices that may damage the leased premises or be a nuisance to or menace or injure the public or City's employees, contractors or agents. Family Center shall not commit or suffer any waste upon the leased premises. Family Center shall not generate, store or maintain any hazardous substance or material upon leased premises as defined in applicable federal, state and/or local statutes or regulations.
- d) Upon termination of the lease, Family Center shall quit and surrender the leased premises in as good a state and condition as it was at the commencement of the lease, reasonable wear and tear, damage by the elements or resulting from the structural unfitness of the leased premises for use as in accordance with the lease, or other actions not caused by Family Center, its employees, agents, customers or invitees, excepted. Family Center shall return all keys to City.

7. **MAINTENANCE:** Family Center shall maintain the leased premises, and the area immediately adjacent thereto lying between the leased premises and parking areas, keeping the same in generally good repair, reasonable wear and tear excepted, and in neat and clean condition. Family Center shall perform minor maintenance (up to a maximum of \$500 in cost) and shall notify City of the need for any major maintenance (costing \$500 or more). The City shall be responsible for maintaining roof, exterior structure, windows, wall heaters, plumbing, or other major structural components of said building.

8. **IMPROVEMENTS:** Family Center shall not make any structural improvements or alterations to the leased premises without the prior written consent of City, in City's sole discretion, and subject to any conditions which City in its sole discretion may impose. The City agrees that upon termination or expiration of said Lease, Family Center may remove all fixtures which it owns or has installed which can be removed without structural damage to the building. Upon such removal Family Center will restore the premises to its condition prior to installation of such fixtures. Family Center further agrees that prior to said removal, it will advise the City of which items it desires to remove in order that the parties may negotiate other alternatives. Any fixtures not so removed shall become the property of City; provided, City may elect to require removal of some or all of Family Center's fixtures at Family Center's sole expense.

9. UTILITIES: As an additional consideration for the community services performed by the Family Center as referenced in paragraphs 4 and 6 herein, City shall be responsible for payment of all utilities serving the leased premises including, but not limited to, heat, lights, water, garbage, sewer, telephone, internet and cable. City shall not be liable for any loss, injury, or damaged property caused by or resulting from any variation, interruption, or failure of any utility service beyond City's reasonable control. No temporary interruption or failure of such services incident to the making of repairs, alterations, or improvements, or due to accident or strike, or conditions or events beyond City's reasonable control shall be deemed an eviction of Family Center or shall release Family Center from any of Family Center's obligations under this lease.

10. RISK OF LOSS / INSURANCE:

- a) All personal property of Family Center or other parties kept or maintained at the leased premises shall be at the risk of Family Center. City shall insure the building. Family Center shall be responsible for insuring its personal property and any property of others located at the premises. Family Center shall also provide a comprehensive liability insurance policy, including bodily injury and property damage, written by a company acceptable to and approved by City in the amount of ONE MILLION DOLLARS (\$1,000,000.00). Family Center shall furnish annually upon policy renewal to the City a Certificate of Insurance evidencing such coverage, and naming the City, its officers, employees and elected officials, as additional insured. Family Center shall provide City with written notice of any policy cancellation within two business days of its receipt of such notice. Family Center acknowledges that City's insurance is for the benefit of City and provides no coverage for Family Center.
- b) Failure to Maintain Insurance: Failure on the part of the Family Center to maintain the insurance as required shall constitute a material breach of lease, upon which the City may, after giving five business days' notice to Family Center to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand.
- c) Full Availability of Family Center Limits: If the Family Center maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Family Center, irrespective of whether such limits maintained by the Family Center are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Family Center.

11. TAXES:

- a) City shall be responsible for all real property taxes and assessments levied or assessed against the leased premises by any governmental entity, including any special assessments imposed on or against the leased premises for the construction or improvement of public works in, on or about the leased premises; provided, however, that the Family Center shall conduct no activity on the leased premises nor place any articles on the leased premises that will increase the real property taxes levied or assessed against the leased premises.
- b) Family Center shall pay before delinquency any and all taxes, assessments, license fees, and public charges levied, assessed or imposed and which become payable during the

Lease upon Family Center's fixtures, furniture, appliances and personal property installed or located in the leased premises.

- c) Family Center agrees to pay the amount of all taxes levied upon or measured by the rent or the market value of the leased premises, whether as a sales tax, transaction privilege tax, leasehold excise tax, or otherwise. Such taxes shall be due and payable at the time the same are levied or assessed.

12. **INDEMNIFICATION:** Family Center shall protect, hold harmless, indemnify, and defend, at its own expense, the City, its officers, employees, and agents from any loss or claim for damages of any nature whatsoever, including claims by third parties or by the Family Center's employees from which it would otherwise be immune under TITLE 51 RCW or other law, arising out of any act or omission on or about the leased premises or relating to this Lease by the Family Center, its appointed or elected officers, employees, or agents. If a loss or claim is caused by or results from the concurrent negligence of the Family Center, its appointed or elected officers, employees, or agents and the City, its elected or appointed officials, employees, or agents, this clause shall be valid and enforceable only to the extent of the negligence of the Family Center, its appointed or elected officers, employees, or agents.

The parties acknowledge that the foregoing indemnity provisions were mutually negotiated and survive the termination of this Lease.

13. **SIGNS AND LANDSCAPING:** City shall have the right to control landscaping and approve the placing of signs and the size and quality of the same. Family Center shall make no alterations or additions to the landscaping and shall place no exterior signs on the leased premises without the prior written consent of City. Any signs not in conformity with this lease may be immediately removed and destroyed by City.

14. **ASSIGNMENT / SUBLEASE:** Except for limited use by third parties, as permitted under Section 4.a, Family Center shall not sublease, sublet or assign the leased premises, or any portion thereof or the adjacent grounds. This lease shall not be assignable by operation of law.

15. **RESPONSIBLE PERSON:** Family Center shall keep the City advised of its local (Lake Stevens community) director, manager or other responsible person or persons, and shall provide the City with the name, telephone numbers and email address of a responsible person or persons authorized to receive any notice required between the parties or for contact if negotiations are required or in the event of emergencies.

16. **FINANCIAL REPORTS:** Family Center shall provide City with annual Financial Audit Reports throughout the term of this lease and all extensions thereof.

17. **NOTICE:** Any notice given by Family Center to City shall be directed to the Mayor and delivered to the Lake Stevens City Hall and shall be deemed given on the date it is so delivered. Any notice given by the City to the Family Center shall be addressed and delivered to:

(continued next page)

TO FAMILY CENTER:

Lutheran Community Services Northwest
115 NE 100th St, Suite 200
Seattle, WA 98125
Attn: Katherine Jordan,
Director of Family Services
Telephone: 206-694-5720

TO CITY:

City of Lake Stevens
Attn: City Clerk
1812 Main Street (Physical Address)
Post Office Box 257 (Mailing Address)
Lake Stevens, WA 98258
Telephone: 425-334-1012

With a copy to:

Lutheran Community Services Northwest
4040 South 188th Street, Suite 300
SeaTac, WA 98188
Attn: Peter Harris, Director of Facilities

Notice shall be sent by certified mail, return receipt requested, and it shall be deemed given on the third business day after mailing.

18. **DEFAULT:** In the event the Family Center shall fail to carry out any of the terms required of it herein, or fail to operate as a historical Family Center providing support and services to the Lake Stevens residents and community, the City may terminate this lease agreement upon giving the notice required by law. The parties agree that any dispute arising between them which is not otherwise resolved should be referred for mediation or arbitration in an effort to amicably settle any disputes.

19. **RIGHT OF ENTRY:** During the term of this lease Family Center agrees that the City's agents or employees may enter upon said premises during any hours when the leased premises are open to the public or, with prior written notice to Family Center, at other reasonable times, for purposes of inspection and/or repairs; provided, City may enter without notice in the event of an emergency. In the case of repairs that would be disruptive to Family Center's activities, City shall give advance written notice to Family Center. In the event of emergency entry, City shall make reasonable efforts to provide notice of entry to Family Center.

20. **ATTORNEY FEES/COLLECTION CHARGES.** In the event of any legal action or proceeding, mediation, arbitration or suit between the parties hereto in connection with or arising out of this lease, the substantially prevailing party shall be entitled to collect, in addition to any judgment awarded by a mediator, arbitrator or court, a reasonable sum as attorneys' fees, and all costs and expenses incurred in connection with such mediation, arbitration or lawsuit, including attorneys' fees, costs, and expenses of any appeal of a judgment, and if the substantially prevailing party shall recover judgment in any such action or proceeding, such costs, expenses and attorney's fees shall be included in and as a part of such judgment. This lease shall be governed by the laws of the State of Washington. The venue for litigation to resolve any dispute related to this lease shall be Snohomish County Superior Court. Should City be named as a defendant in any suit brought against Family Center in connection with or arising out of Family Center's occupancy hereunder, Family Center shall pay to City its cost and expenses incurred in such suit, including a reasonable attorney fee.

21. **TIME:** Time is of the essence of this Lease.

22. **WAIVER:** Any waiver by City of any default and performance by Family Center of any of the terms, covenants, or conditions contained herein shall not be deemed a continuing waiver of the same or any subsequent default herein.

23. **ENTIRE AGREEMENT AND AMENDMENTS.** This lease contains all of the

agreements between the parties with respect to any matter covered or mentioned in the lease, and no prior agreement, letter of intent, or understanding relating to any such matter will be effective for any purpose. No provision in this lease may be amended or added to except by an agreement in writing signed by the parties or their respective successors in interest and using the same formalities as are required by the execution of this lease.

IN WITNESS WHEREOF, the parties have signed this document in duplicate this _____ day of _____, 2018.

CITY OF LAKE STEVENS

By: _____
John Spencer, Mayor

LUTHERAN COMMUNITY SERVICES
NORTHWEST dba LAKE STEVENS FAMILY
CENTER

By: _____
David Duea, President & CEO

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

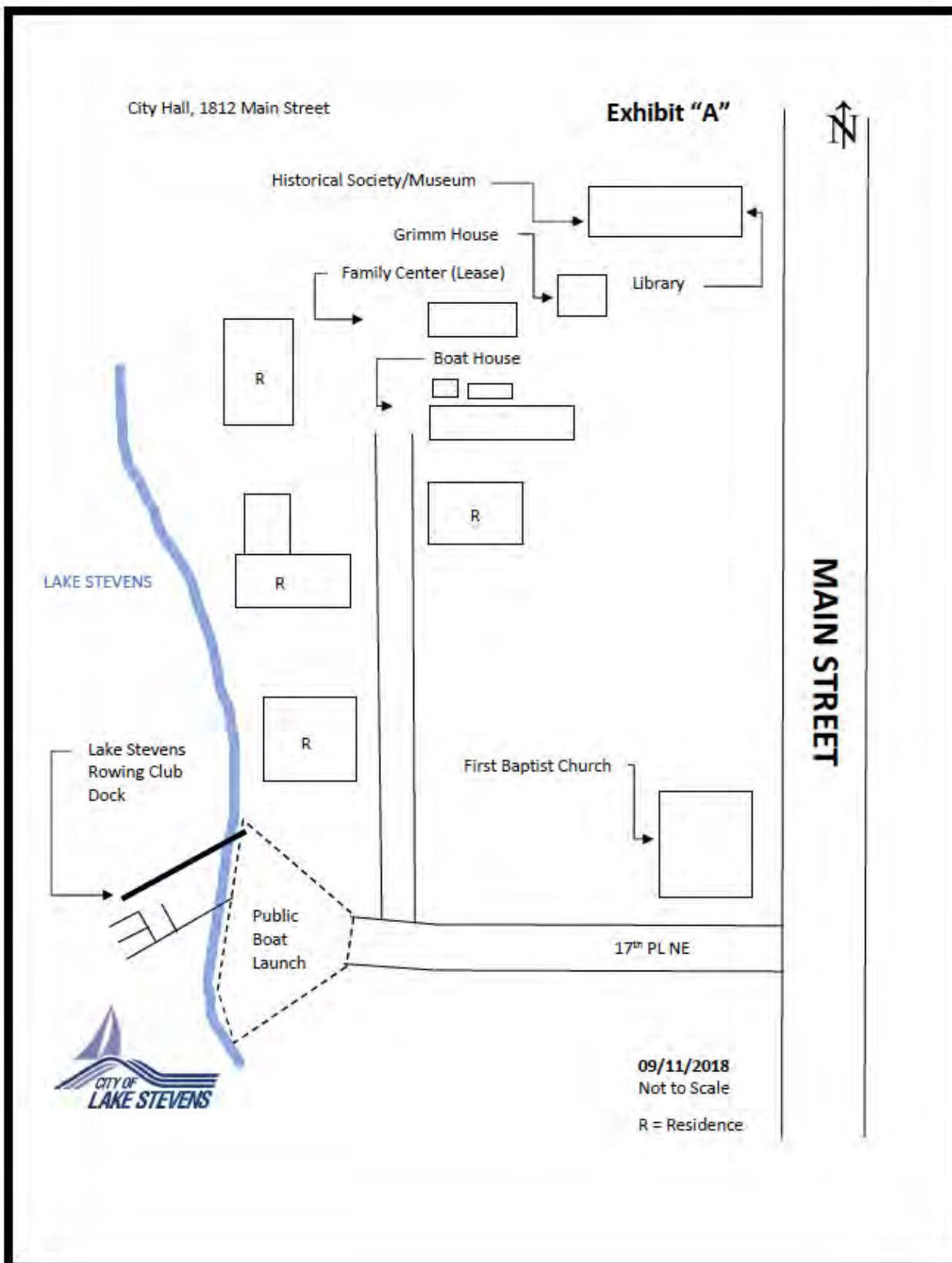
Grant K. Weed, City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ of Lutheran Community Services NW dba Lake Stevens Family Center to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, 2018.

(Legibly print name of notary)
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires _____





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 23, 2018

Subject: Adoption of Resolution 2018-29, Accepting the 60 Percent Adrian Annexation Petition and Issuing a Notice of Intent to Annex and adopt Comprehensive Plan Designation and Zoning for the annexed parcel

Contact Person/Department:	Dillon Roth, Associate Planner	Budget Impact:	None
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RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Resolution 2018-29 to:

1. Accept the 60 percent Adrian Annexation petition to give notice of intent to annex and
2. Require that upon annexation the simultaneous adoption of land use and zoning designations and require the assumption of a proportionate share of existing City indebtedness.

DISCUSSION:

On August 22, 2018, the City of Lake Stevens received an annexation petition signed by the property owner. The property consists of one parcel and is approximately 5.4 acres and the petitioners own 100 percent of the land value within the proposed annexation area.

On September 25, 2018 the City Council passed resolution 2018-27 accepting the 10% Adrian Annexation petition and authorizing the gathering of signatures for the 60% annexation petition. On October 11, 2018, the applicant submitted said petition (Attachment 1).

In accordance with the attached resolution 2018-29 (Attachment 2), the proposed zoning for the Adrian Annexation area is proposed to Urban Residential with a land use designation of Medium Density Residential. This is the first of two public hearings needed to adopt the zoning and land use designations.

In Snohomish County there is a Boundary Review Board that is required to review all annexations prior to approval by the City Council. Resolution 2018-29 will initiate a Notice of Intent to Annex, which will be submitted to the Boundary Review Board. After the Board has reviewed the annexation, the City Council will have the final decision whether or not to annex and assign zoning and land use designations.

ATTACHMENTS

Attachment 1 – 60% Annexation Petition

Attachment 2 – Draft Resolution 2018-29 with Exhibits



60% PETITION FOR ANNEXATION OF ADRIAN ANNEXATION

DECLARATION

1. We, the undersigned, are owners of real property lying outside of the corporate limits of the city of Lake Stevens, Washington, but contiguous thereto and designated as part of the Lake Stevens Urban Growth Area.
2. We, the undersigned, representing in excess of 60% of the assessed value of the properties with the area depicted on Exhibit A and described in Exhibit B, do hereby petition the City Council of the City of Lake Stevens to annex this property into the city's corporate limits pursuant to RCW 35A.14.120 and subject to the following conditions set by Lake Stevens City Council in Resolution 2018-029 adopted on October 23, 2018:
 - Assumption of a proportionate share of the City's bonded indebtedness.
 - The City Council is considering the designation of the property within the Comprehensive Plan as Medium Density Residential (MDR) with Urban Residential (UR) zoning.

AUTHORIZATION

Name of Property Owner (Print Clearly)	Signature of Property Owner	Date Signed	Property Address or Assessors Parcel Number	Acres
Patti Adrian Ed W Adrian	Patti Adrian Ed W Adrian	10-05-18 10-05-18	29060900300500	

NOTE: EACH SIGNATURE PAGE MUST CONTAIN THE DECLARATION AND CONDITIONS SO DESCRIBED ABOVE, AS WELL AS A COPY OF BOTH EXHIBITS ATTACHED THERETO

WARNING: Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Who can I call for more information?

Questions regarding the annexation process or land use and zoning contact Lake Stevens Planning and Community Development at (425) 212-3315.

City of Lake Stevens Lake Stevens, WA

RESOLUTION NO. 2018-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS ACCEPTING A 60% ANNEXATION PETITION TO THE CITY PURSUANT TO RCW 35A.14.120; PROVIDING NOTICE OF INTENT TO ANNEX TO THE SNOHOMISH COUNTY BOUNDARY REVIEW BOARD, ASSIGNING PROPOSED ZONING AND COMPREHENSIVE PLAN DESIGNATIONS UPON ANNEXATION; AND REQUIRING ASSUMPTION OF A PROPORTIONATE SHARE OF CITY INDEBTEDNESS.

WHEREAS, The Lake Stevens City Council (Council) adopted Ordinance No. 937 establishing the 2015 – 2035 Comprehensive Plan that sets planning goals, policies and implementation strategies for the Lake Stevens Urban Growth Area (UGA) pursuant to Chapter 36.70A RCW; and

WHEREAS, the City of Lake Stevens (City) and Snohomish County entered an updated Interlocal Agreement related to Annexation and Urban Development in the Lake Stevens UGA recorded under Auditors File No. 200511100706 on November 10, 2005; and

WHEREAS, the City Council has reviewed the City's annexation strategy to determine its consistency with current practices, policies and procedures and passed Resolution 2016-21; and

WHEREAS, pursuant to RCW 35A.14.120 the City Council adopted resolution 2018-027 accepting a 10% petition, authorizing the circulation of a 60% petition for annexation and designating comprehensive plan and zoning for the proposed "Adrian" annexation area pursuant to RCW 35A.14.120; and

WHEREAS, pursuant to RCW 35A.14.120, the applicant has now obtained the signatures of property owners representing more than 60% of the current total assessed value of all parcels within the proposed annexation area legally described in Exhibit A; and

WHEREAS, the annexation area being contiguous with the existing City limits, lies within unincorporated Snohomish County, and may generally be described as an area of approximately 5.4 acres, bounded on the north and west by the current city limits, on the south by 16th St NE, and on the east by Centennial Trail, as depicted in the map attached as Exhibit B. Said unincorporated annexation area is within the City's Urban Growth Area and includes the abutting right-of-way; and

WHEREAS, on October 23, 2018 a properly noticed public hearing was held pursuant to RCW 35A.14.130 and all persons who wished to provide testimony were heard.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

SECTION 1. Subject to Sections 2-4 below, the Lake Stevens City Council hereby submits a "Notice of Intent to Annex" pursuant to RCW 35A.14.120 for the area legally described in attached Exhibit A and depicted in Exhibit B.

SECTION 2. The area legally described in attached Exhibits A and B shall be required to assume its proportionate share of the general indebtedness of the City of Lake Stevens at the time of the effective date of such annexation.

SECTION 3. The area described in attached Exhibits A and B, if annexed, shall be designated in the City's Comprehensive Plan as MDR (Medium Density Residential) and the on the City's Official Zoning Map as UR (Urban Residential).

SECTION 4. A certified copy of this resolution, together with a copy of the 60% annexation petition shall be filed with the Snohomish County Boundary Review Board in accordance with its procedures.

PASSED by the City Council of the City of Lake Stevens this 23th day of October 2018.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

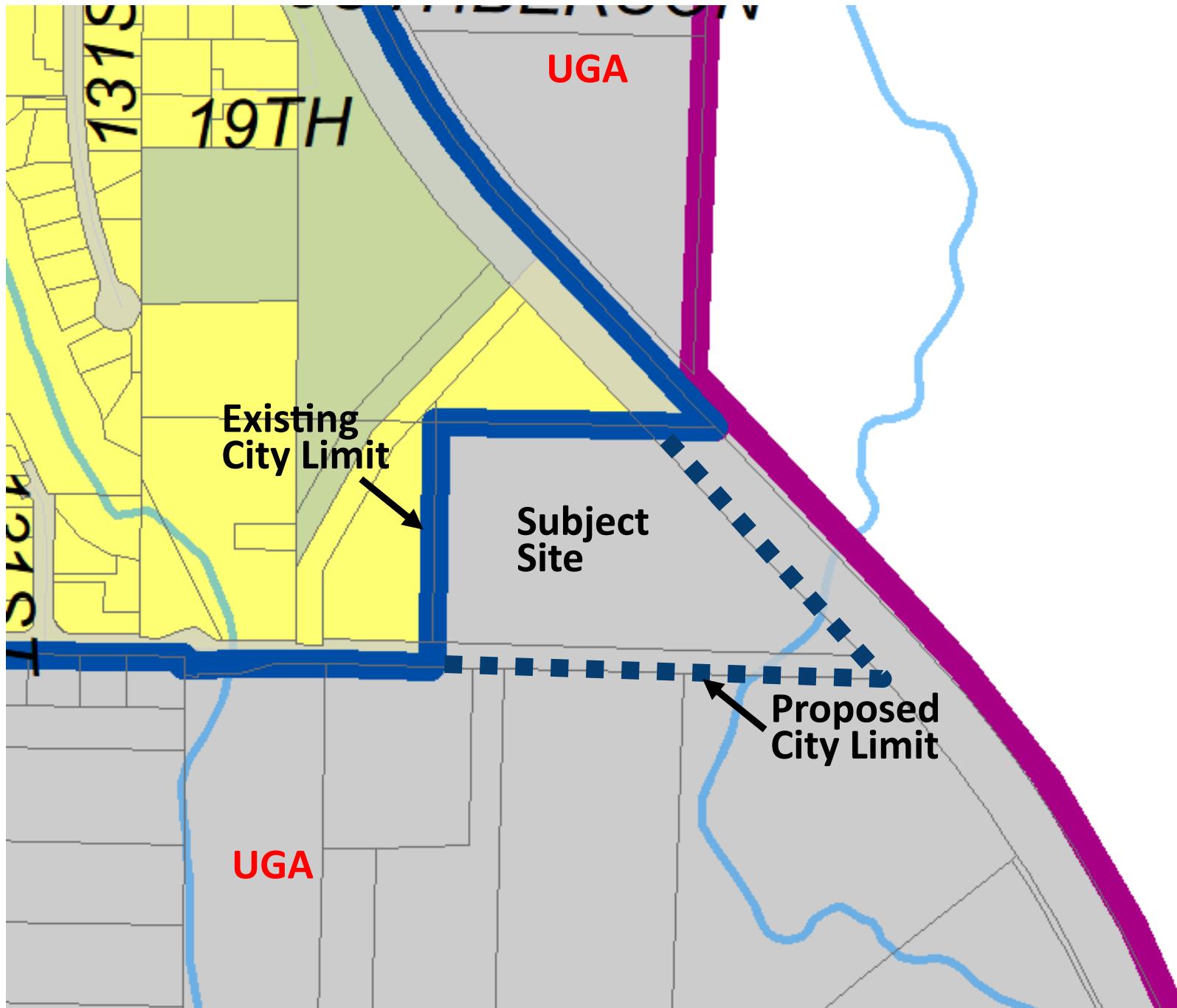
APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Legal Description of Adrian Annexation:

SEC 09 TWP 29 RGE 06BEG NW COR SW1/4 TH E 330 FT TH S 340FT TH E 302.6FT TH S TO S LN NW1/4 SW1/4 & TPB TH N 450FT M/L TH E TO NP RR R/W TH SELY ALG SD R/W TO N LN CO RD TH W ALG N LN CO RD TPB LESS BAAP AT A FENCE COR ON N R/W FENCE OF ROBINETT RD FR WH PT SW COR SEC 9 BEARS S25*02 00W A DIST OF 1500.44FT TH N ALG N/S FENCE 202.34FT CROSS A 26INCH PIPE LN TH CONT ALG SD FENCE 49.98FT TAP FOR COR TH N30*01 00E 231.05FT TAP FOR A COR TH E 150FT M/L TAP 450FT M/L N FR S LN NW1/4 NW1/4 TH S42*02 00W 100.84FT M/L TH S30*01 00W 293.67FT TAP FOR COR TH S 138.96FT TAP ON N R/W FENCE SD ROBINETT RD TH W ALG SD R/W FENCE 50FT TO TPB & ALSO LESS ALL THAT PTN FOLG DESC PPTY LY WHN HEREIN DESC PTY BEG AT A PT ON N LN OF SD NW1/4 SW1/4 330FT E OF NW COR THOF TH S 330FT M/L TO NW COR GRAVEL PIT AS CONVYD TO SNO CO AUDS FILE NO 249583 TH E 302.6FT TO NE COR OF TR CONVYD TO SNO CO BY AUDS FILE NO 4932321 TH S 1022FT M/L TO S LN OF NW1/4 SW1/4 TH E ALG SD S LN FOR 260FT M/L TAP 892.63FT E OF AS MEAS ALG SD S LN OF SD NW1/4 SW1/4 TH N AT R/A TO S LN 480FT TH W PLW S SD NW1/4 SW1/4 50FT M/L TO E LN OF EL PASO GAS CO R/W BDY TH SWLY ALG SD R/W TO S LN OF NW1/4 SW1/4 TH E ALG SD S LN TO TPB LESS S 15FT TO CO FOR RD BY QCD REC IN VOL 169 PG 193 & ALSO LESS N 15FT OF S 30FT TO CO FOR ADDITIONAL RD R/W BY QCD REC IN VOL 1339 PG 222 UNDERAF NO 7807060158 & ALSO LESS ALL THAT PTN LY NWLY OF 100FT R/W OWNED BY EL PASO NATURAL GAS CO. CONVYD BY AF NO. 2200916

INCLUDING THE ABUTTING PORTION OF RIGHT-OF-WAY CALLED 16TH ST NE





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 23, 2018

Subject: Interim Design Review Regulations – ORD. NO. 1034

Contact Person/Department: Russ Wright, Community
Development Director

Budget Impact: none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Hold a public hearing on ORD. NO. 1034 dissolving the Design Review Board and establishing an administrative review process.
 2. Take action to approve or reject the interim ordinance.
-

SUMMARY

On September 11, 2018 the City Council passed an interim ordinance dissolving the design review board and establishing an administrative review process. The Revised Code of Washington (RCW) 36.70A.390 allows jurisdictions to enact interim regulations to preserve the status quo without prior notice or a public hearing provided a public hearing is held within 60 days of adoption and findings of fact are addressed. The attached ordinance (Exhibit 1) provides findings of fact. The Planning Commission will review permanent regulations and make recommendations to City Council within six months of the interim ordinance becoming effective.

BACKGROUND

At its January and September retreats the Lake Stevens City Council Lake discussed the role of the Design Review Board and the continued need for this board. Council discussion related to streamlining the review process, workload to maintain/support the board, staff's ability to implement design review independently. Council also discussed a desire to retain a forum for public comment on multifamily, commercial and industrial projects. The Design Review Board has historically been one of the hardest boards to fill due to requirements for a specific makeup of design-related professionals. At present the board does not have a functional quorum. The City Council directed staff to dissolve the Design Review Board.

APPLICABLE CITY POLICIES: Title 14 of Lake Stevens Municipal Code

BUDGET IMPACT:

EXHIBITS:

1. Ordinance No. 1034

Exhibit 1

**CITY OF LAKE STEVENS
Lake Stevens, Washington**

ORDINANCE NO. 1034

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
ADOPTING AN INTERIM OFFICIAL CONTROL DISSOLVING THE DESIGN
REVIEW BOARD AND PROVIDING FOR AN ADMINISTRATIVE DESIGN
REVIEW PROCESS; REVISING LSMC 14.16A.030, 14.16A.210, 14.16A.220,
14.16A.260 AND 14.16A.320; REPEALING LSMC 14.16A.340; REVISING LSMC
14.16B.010, 14.16B.305, 14.16B.310, 14.16B.340, 14.16B.405, 14.16B.410, 14.16B.440;
REVISING LSMC 14.16C.020, 14.16.025, 14.16C.050; REVISING LSMC 14.44.020;
REVISING 14.46.015, 14.46.035; ADOPTING FINDINGS OF FACT; PROVIDING
FOR A PUBLIC HEARING AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the Lake Stevens City Council directed staff to dissolve the Design Review Board at its Special Meeting on January 19-20, 2018 and reaffirmed this direction at its Special Meeting September 5, 2018;

WHEREAS, the City Council would like to streamline the permit review process by dissolving the Design Review Board and provide for an Administrative Design Review Process during the period necessary for the City to consider permanent regulations; and

WHEREAS, the City has had difficulties recruiting qualified design professionals to fill this board; and

WHEREAS, RCW 36.70A.390 provides that the City Council may adopt an immediate interim zoning ordinance, interim zoning maps, and interim official controls for a period of up to six months if a public hearing on the proposal is held within at least sixty (60) days; and

WHEREAS, moratoria, interim zoning ordinances, interim zoning maps, and interim official controls enacted under RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new regulations will not be rendered moot by intervening development; and

WHEREAS, the proposed interim official control will promote the public health, safety, morals, and general welfare, and it is consistent with the goals and policies of the Comprehensive Plan; and

WHEREAS, this ordinance satisfies the procedural and substantive requirements of and is consistent with the GMA; and

WHEREAS, pursuant to WAC 197-11-880 and LSMC Chapter 16.04, the adoption of this ordinance is exempt from the requirements for a threshold determination under the State Environmental Policy Act (SEPA); and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. The City Council adopts and incorporates the foregoing recitals as findings as if set forth fully herein.

Section 2. Several sections of Title 14 – the Land Use Code are hereby amended, to read as follows, as incorporated by Exhibit A.

Section 3. This Ordinance shall be referred to the Lake Stevens Planning Commission for study, review and a recommendation to the City Council for modified zoning regulations related to future design review of development projects.

Section 4. Public hearing. The Lake Stevens City Council will hold a public hearing on this matter on **October 23, 2018**, at the hour of 7:00 PM at 12308 – 22nd Street, N.E., Lake Stevens, Washington, to hear public testimony on this matter in accordance with RCW 36.70A.390. The notice for the public hearing shall specifically indicate that this ordinance may be renewed for one or more six month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

Section 5. Ordinance to be Transmitted to Department. Pursuant to RCW 36.70A.106, a copy of this interim Ordinance shall be transmitted to the Washington State Department of Commerce.

Section 6. **Severability.** If any section, clause, and/or phrase of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity and/or unconstitutionality shall not affect the validity and/or constitutionality of any other section, clause and/or phrase of the Ordinance.

Section 7. **Effective Date.** This Ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title. PROVIDED, HOWEVER, that unless extended by the Lake Stevens City Council, this Ordinance shall automatically expire and be deemed to have been repealed six (6) months following its effective date.

ADOPTED by the City Council and **APPROVED** by the Mayor this 11th day of September 2018.

CITY OF LAKE STEVENS

By: _____
John Spencer, Mayor

ATTEST/AUTHENTICATED:

By: _____
Kathleen Pugh, City Clerk.

APPROVED AS TO FORM:

By: _____
Greg Rubstello, City Attorney

First and Final Reading: _____

Date of Publication: _____

Effective Date: _____

Exhibit A

14.16A.030 Planning Agency Identified.

The Planning Agency (Chapter 35A.63 RCW) for the City shall be composed of the following:

- (a) The Director of the Department of Planning and Community Development;
- (b) The Building Official;
- (c) The Director of the Department of Public Works;
- ~~(d) Design Review Board;~~
- (e) The Lake Stevens Hearing Examiner;
- (f) The Lake Stevens Planning Commission;
- (g) The Lake Stevens Park Board; and
- (h) The Lake Stevens City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

14.16A.210 Types of Review.

- (a) The purpose of this section is to provide an overview of the six levels of land use review. Land use and development decisions are classified into six processes based on who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of input sought, and the type of appeal opportunity.
- (b) Classification of Permits and Decisions.
 - (1) Type I Review - Administrative Decisions without Notice. A Type I process is an administrative review and decision by the appropriate department or division. Applications reviewed under the Type I process are minor administrative decisions and are exempt from certain administrative procedures, such as complete application review, noticing, and decision time frames. Appeals of Type I decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type I are listed in the table in subsection (d) of this section.
 - (2) Type II Review - Administrative Decisions with Notice. A Type II process is an administrative review and decision with recommendation from staff, City departments or others and requiring public notice at the application and/or decision stages of the review. Appeals of Type II decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type II are listed in the table in subsection (d) of this section.
 - (3) Type III Review - Quasi-Judicial Decisions - Hearing Examiner. This Type III process is a quasi-judicial review and decision by the Hearing Examiner. The Hearing Examiner makes a decision based on a staff report and, if required, the Design Review Board. A public meeting may be held prior to the Design Review Board recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing, and decision

stages of application review. Appeals of Hearing Examiner decisions are made to Snohomish County Superior Court, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type III are listed in the table in subsection (d) of this section.

(4) Type IV Review - Quasi-Judicial Decisions - City Council with Hearing Examiner Recommendation. A Type IV process is a quasi-judicial review and recommendation by the Hearing Examiner and a decision by the City Council. The Hearing Examiner considers ~~the recommendation from the Design Review Board, if required, as well as~~ public testimony received at an open record public hearing. The City Council makes a decision based on a recommendation from the Hearing Examiner during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type IV are listed in the table in subsection (d) of this section.

(5) Type V Review - Quasi-Judicial Decisions - City Council. A Type V process is a quasi-judicial review and decision by the City Council. Public notification is provided at the application, public hearing (if any), and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type V are listed in the table in subsection (d) of this section.

(6) Type VI Review - Legislative Decisions - City Council with Planning Commission Recommendation. A Type VI review is for legislative and/or nonproject decisions by the City Council under its authority to establish policies and regulations regarding future private and public development and management of public lands. The Planning Commission makes a recommendation to the City Council. The Planning Commission will conduct a public hearing to obtain public testimony on the proposed legislation. The City Council may elect to conduct an additional public hearing. The actions reviewed and decided as Type VI are listed in the table in subsection (d) of this section.

(c) Permits and Actions Not Listed. If a permit or land use action is not listed in Table 14.16A-I, the Planning Director shall make the determination as to the appropriate review procedure.

(d) Permit-Issuing Authority and Appeal Authority. The permit-issuing authority and appeal authority for permit applications and legislative actions are established in Table 14.16A-I. A detailed explanation for each review procedure is in Chapter 14.16B under each part for each review type.

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	<ul style="list-style-type: none"> • Administrative Design Review • Administrative Deviation • Administrative Modifications • Boundary Line Adjustments • Change of Use • Code Interpretations • Events • Floodplain Development Permits • Home Occupations • Master Sign Program • Minor Land Disturbance • Reasonable Use Exceptions • Shoreline Exemptions • Signs • Temporary Uses 	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE II Administrative with Public Notice	<ul style="list-style-type: none"> • Administrative Conditional Use (formerly Special Use) • Administrative Variance • Binding Site Plans • Final Plats (short subdivisions and subdivisions) • Major Land Disturbance • Planned Action Certification • SEPA Review (early or when not combined with another permit or required for a Type I permit) • Shoreline Substantial Developments • Short Plats - Preliminary • Short Plat Alterations 	None	None	Planning Director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
	<ul style="list-style-type: none"> • Short Plat Vacations • Site Plan Review 				
TYPE III Quasi-Judicial, Hearing Examiner	<ul style="list-style-type: none"> • Conditional Uses • Preliminary Plats • Shoreline Conditional Uses • Shoreline Variances • Variances 	<u>Design Review</u> <u>Board (if required)</u> <u>Planning Director or designee</u>	Open Record	Hearing Examiner	Superior Court, except shoreline permits to State Shoreline Hearings Board, and Closed Record
TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	<ul style="list-style-type: none"> • Essential Public Facilities • Planned Neighborhood Developments • Rezone - Site-Specific Zoning Map Amendments • Secure Community Transition Facilities 	Hearing Examiner with Open Record Hearing	Closed Record	City Council	None, appeal to Superior Court
TYPE V Quasi-Judicial, City Council	<ul style="list-style-type: none"> • Plat Alterations • Plat Vacations • Right-of-Way Vacations 	<u>Design Review</u> <u>Board (if required)</u> <u>Planning Director or designee</u>	Open Record	City Council	None, appeal to Superior Court

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE VI Legislative, City Council with Planning Commission Recommendation	<ul style="list-style-type: none"> • Comprehensive Plan Amendments, Map and Text • Development Agreements • Land Use Code Amendments • Rezones - Area-Wide Zoning Map Amendments 	Planning Commission with Open Record Hearing	Open Record	City Council	Growth Management Hearings Board and Closed Record

14.16A.220 Application Procedures.

- (a) This section describes the requirements for making application for review, including pre-application conferences, submittal requirements, and fees.
- (b) Applications for development permits and other land use actions shall be made to the Department of Planning and Community Development, except Type I applications shall be made to the department which has the decision making authority (see Section 14.16A.210(d)).
- (c) The property owner or any agent of the owner with authorized proof of agency may apply for a permit or approval under the type of process specified. Consent to the application must be made by the owners or lessees of property or persons who have contracted to purchase property. Signatures by agents of these parties may be accepted, if a letter from the party with ownership interest is submitted which authorizes the agent to sign the application in their name.
- (d) Pre-Application Conferences.
 - (1) To achieve efficient and effective application of the requirements of this title, a pre-application conference between the applicant and the City staff is required for projects needing a conditional use permit, planned action certification and planned neighborhood developments.

(2) Pre-application conferences are highly recommended for applications requiring Type III, IV or V reviews, and/or design review. Pre-application conferences are optional for applications requiring Type I, II and VI reviews.

(3) Prior to submitting an application, the applicant may arrange a conference with Planning and Public Works staff to review the proposed action, to become familiar with City policies, plans and development requirements and to coordinate all necessary permits and procedures. Pre-application procedures and submittal requirements shall be determined by the Planning Director and available in the Department of Planning and Community Development.

(4) Since it is impossible for the conference to be an exhaustive review of all potential issues, the discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law.

(5) To request a pre-application conference, an applicant shall submit a set of preliminary plans to the City. The amount and quality of the information submitted is up to the applicant; however, better information provided initially is more likely to result in better feedback and discussion with planning staff. At a minimum, the plans should include a basic layout of the proposal, including circulation, lot patterns and building locations, location of critical areas, and other site constraints.

(e) Submittal Requirements.

(1) The Planning Director shall specify submittal requirements, including type, detail, and number of copies, for an application to be complete. Submittal requirements for each permit application shall be available in the Department of Planning and Community Development. At a minimum the following shall be submitted with new applications:

- (i) General application form;
- (ii) Applicable fees;
- (iii) Environmental checklist (if not exempt);
- (iv) Applicable signatures, stamps or certifications;
- (v) All required items stated in the applicable development handouts.

(2) The Planning Director may waive in writing specific submittal requirements determined to be unnecessary for review of an application. Alternatively, the Planning Director may require additional material, such as maps, studies, or models, when the Planning Director determines such material is needed to adequately assess the proposed project and submits the request in writing to the applicant.

(3) Applications for shoreline substantial development permits shall include submittal of the supplemental requirements set forth in Chapter 7 of the Shoreline Master Program and shoreline permits application materials.

(f) Determination of Complete Application.

(1) The presumption established by this title is that all of the information set forth in the specified submittal checklists is necessary to satisfy the requirements of this section. However, each development is unique, and therefore the Planning Director may request additional information, if necessary, or may

waive certain items if it is determined they are not necessary to ensure that the project complies with City requirements.

(2) The Planning Director shall make a determination of completeness pursuant to Section 14.16A.230(c).

(g) Consolidated Permit Process.

(1) When applying concurrently for a development that involves two or more related applications, individual permit numbers shall be assigned and separate permit fees shall be paid, but the applications shall be reviewed and processed collectively. A consolidated report setting forth the recommendation and decision shall be issued.

(2) Applications processed in accordance with subsection (g)(1) of this section, which have the same highest numbered procedure but are assigned different hearing bodies, shall be heard collectively by the highest decision maker(s). The City Council is the highest, followed by the Hearing Examiner and then the Design Review Board Administrative.

(3) No hearing or deliberation upon an application for a conditional use permit, subdivision, variance, planned neighborhood development, site plan review, administrative conditional use permit, shoreline permit, or similar quasi-judicial or administrative action, which is inconsistent with the existing Zoning Map, shall be scheduled for the same meeting at which the required Zoning Map amendment will be considered by the Hearing Examiner or the City Council. This section is intended to be a procedural requirement applicable to such actions as noted in RCW 58.17.070.

(h) Application and Inspection Fees. Fees are set forth in a separate fees resolution adopted by the City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 898, Sec. 2, 2013; Ord. 876, Sec. 10, 2012; Ord. 811, Sec. 2 (Exh. 1), 2010)

14.16A.260 Public Meetings and Public Hearings (Note to editor -remainder of section remains unchanged).

(a) This section sets forth procedures for public meetings and hearings in addition to processes set forth in each of the review types in Chapter 14.16B.

(b) Public Meetings. The purpose of a public meeting is to provide the public with the opportunity to learn about a project and/or the City, a board or panel, or decision maker to ask questions for a better understanding of a project. Meetings are not as formal as a hearing, do not require public testimony, and are not required to be taped. Public meetings may be required for Type III, IV or V reviews and design review of commercial, and industrial and multi-family buildings.

14.16A.320 Planning Director.

(a) The Planning Director enforces the municipal code unless otherwise specified. As specified in this title, the Planning Director shall be the City's Planning and Community Development Director or designated representative.

(b) Authority and Duties. The Planning Director or designee shall have the authority to enter and inspect buildings and land during reasonable hours with permission of the occupant or owner or by court order, to issue abatement orders and citations and to cause the termination and abatement of

violations of this title unless otherwise specified. The duties of the Planning Director shall include, but not be limited to, the following: enforce and administer this title unless otherwise specified; investigate complaints and initiate appropriate action; render decisions or make recommendations as specified in this title; and keep adequate records of land use applications, enforcement actions, and appeals. The Planning Director may also review administrative modifications pursuant to Section 14.16C.025 to items previously approved by the Design Review Board, Planning Commission, and/or City Council.

(c) Appeals. Appeals of final decisions of the Planning Director made in the course of interpretation or administration of this title shall be governed by Section 14.16A.265, Appeals. Code enforcement actions pursuant to Section 14.16A.040, Compliance with Title 14 Required, are not "final decisions" for the purpose of this section, except as otherwise provided in this title. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

14.16A.340 Design Review Board.

(a) ~~The Design Review Board is created independent from the legislative functions of the City Council to review and make urban design decisions that will promote visual quality throughout the City. The purpose of the Design Review Board and their procedure includes but is not limited to the following:~~

- ~~(1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards including site layout, landscaping, parking and preferred architectural features;~~
- ~~(2) To implement the City's Comprehensive Plan policies and supplement land use regulation; promote high-quality urban design and development, promote a coordinated development of the unbuilt areas, lessen traffic congestion and accidents, secure safety from fire, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;~~
- ~~(3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or design area as a whole;~~
- ~~(4) To encourage low impact development (LID) by conservation and use of existing natural site features to integrate small-scale stormwater controls, and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;~~
- ~~(5) To encourage green building practices to reduce the use of natural resources, create healthier living environments and minimize the negative impacts of development on local, regional, and global ecosystems;~~
- ~~(6) To encourage creative, attractive harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources~~

which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;

(7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping and that proper attention is given to exterior appearances of structures, signs and other improvements;

(8) To protect and enhance the City's pleasant environments for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;

(9) To stabilize and improve property values and prevent blight areas to help provide an adequate tax base to the City to enable it to provide required services to its citizens;

(10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the peace, health and welfare of the City and its citizens;

(11) To ensure compatibility between new and existing developments.

(b) Appointments and Qualifications.

(1) The Design Review Board shall consist of five individuals, of which at least three are City residents, from the following representatives selected by the City Council and shall include staff as a resource:

(i) At least one member and a designated alternate of the Lake Stevens Planning Commission;

(ii) At least one member and a designated alternate who work as urban design professionals experienced in the disciplines of architecture, landscape architecture, urban design, graphic design or similar disciplines and need not be residents of the City; and

(iii) At least one member and a designated alternate who is a city resident that has expressed an interest in urban design.

(2) The term of each professional and resident position is three years and shall expire on December 31st in the final year of each term. When establishing the Design Review Board, one professional shall have a term of three years and the second, if required, shall have a term of two years to start. The Planning Commission representatives shall be voted on by the Planning Commission yearly.

(c) Authority and Duties. The Design Review Board shall review all structures and site features in specific zones and for specific regulations listed in Section 14.16C.050.

(d) Meetings. The Design Review Board shall meet on an as-needed basis.

(e) Rules. The Design Review Board may adopt rules for the transaction of its business. The rules shall be consistent with the development code and may provide for but are not limited to:

(1) Date, time, place and format of public meetings;

(2) Record of proceedings, reports, studies, findings, conclusions and decisions;

- (3) ~~Election of a chairman and vice chairman of the Design Review Board for a one year term.~~
- (f) ~~Approval Required. No design review approval shall be granted, no building permit shall be issued, and no construction shall begin until the Design Review Board has completed the review specified in this section and determined that the requested action is consistent with the adopted design criteria.~~
- (g) ~~Appeals of Design Review Board Decisions. Applicants and any interested party may appeal decisions of the Design Review Board. Only those issues under the authority of the Design Review Board as established by this section are subject to appeal. Appeals of the decisions of the Design Review Board will be heard as follows:~~
- (1) ~~If a related land use permit does not require an open record public hearing, then the appeal shall be heard by the permit issuing or review body.~~
- (2) ~~If a related development permit requires an open record public hearing, then the appeal shall be heard at that hearing and decided upon by the hearing body or officer hearing the related development permit. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)~~

14.16B.010 Classification.

Land use actions, permits and decisions shall be classified according to which procedures apply. In the following table, a symbol in a cell means the specified procedure (row) pertains to the specified permit type (column). Section [14.16A.210\(d\)](#) Table 14.16A-I, Classification of Permits and Decisions, lists all land use actions, permits and decisions for each type of review.

Procedure Category	Permit Types					
	I	II	III	IV	V	VI
Unique permit submittal requirements & decision criteria apply	X	X	X	X	X	X
Public notice required		X	X	X	X	X
SEPA threshold determination required		*	*	X	*	*
Public meeting may be required		*	*	*	*	
Public hearing required			X	X	X	X
Design Review Board-required	*	*	*	*	*	
Pre-application conference recommended	O	O	H	H	H	O

X - required; * - may be required depending on the project; O - optional; H - highly recommended

(Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.305 Purpose.

A Type III process is a quasi-judicial review and decision made by the Hearing Examiner. The Hearing Examiner makes a decision based on a recommendation from staff ~~and, if required, the Design Review Board~~. A public meeting (e.g., scoping, neighborhood, etc.) may be held prior to staff or Design Review Board recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing and decision stages of application review. The administrative appeal body is the Superior Court, except shoreline permits are appealed to the State Shoreline Hearings Board. The purpose of this part is to provide the necessary steps for permit approvals requiring Type III review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.310 Overview of Type III Review.

- (a) This section contains the procedures the City will use in processing Type III applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type III are indicated in Table 14.16A-I.
- (b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA Responsible Official. The threshold determination shall be issued prior to the issuance of staff's or Design Review Board's recommendation on the application.
- (c) ~~Following issuance of the Design Review Board recommendation, if applicable, a public hearing will be held before the city Hearing Examiner.~~
- (d) The decision of the Hearing Examiner on a Type III application is appealable to the Superior Court, except shoreline permit appeals are made to the State Shoreline Hearings Board. The Hearing Examiner action deciding the appeal and approving, approving with modifications, or denying a project is the final City decision on a Type III application. A final appeal may be made to the Snohomish County Superior Court. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.340 Notice of Public Hearing.

- (a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.
- (b) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.
- (c) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted oral or written comments during the public comment period or at any time prior to the publication of the notice of recommendation.

(d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.405 Purpose.

A Type IV process is a quasi-judicial review and recommendation made by the Hearing Examiner and a decision made by the City Council. At an open record public hearing, the Hearing Examiner considers the recommendation from staff ~~and, if required, the Design Review Board~~, as well as public testimony received at the public hearing. The City Council makes a decision, based on a recommendation from the Hearing Examiner, during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The purpose of this part is to provide the necessary steps for permit approvals requiring Type IV review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.410 Overview of Type IV Review.

(a) This section contains the procedures the City will use in processing Type IV applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type IV are indicated in Table 14.16A-I.

(b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA responsible official. The threshold determination shall be issued prior to the issuance of staff ~~or Design Review Board's~~ recommendation on the application.

(c) Following issuance of staff ~~or Design Review Board~~ recommendation, a public hearing will be held before the City Hearing Examiner.

(d) The recommendation of the Hearing Examiner on a Type IV application is forwarded to the City Council. The City Council action approving, approving with modifications, or denying a Type IV application is the final City decision. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.440 Notice of Public Hearing.

(a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of the availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.

(b) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted comments during the public comment period or at any time prior to the publication of the notice of recommendation.

- (c) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.
- (d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16C.020 Administrative Design Review.

- (a) The purpose of this section is to allow administrative review and approval of ~~design for small development design~~ by establishing the criteria the Planning Director or designee will use in making a decision upon an application for ~~administrative~~ design review in all zones. ~~All other design review must be reviewed by the Design Review Board pursuant to Section [14.16C.050](#).~~
- (b) Procedure. Applications that seek ~~administrative~~ design review shall follow the procedures established in Chapter [14.16B](#) for a Type I permit process. ~~New commercial, and industrial and multi-family projects subject to design review that exceed the limitations in LSCM 14.16C.020(d), shall follow the procedures established in Chapter 14.16B for a Type II permit process, when not associated with other land use applications.~~
- (c) The Planning Director or designee will ~~review the project administratively make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.~~
- (d) Limitations. ~~Administrative~~ ~~Design~~ review is limited to of small projects with minimal impacts to exterior design elements, including changes to existing structures, facades, landscaping, or site design with a construction value less than \$100,000 do not require a public meeting. ~~The Planning Director will make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.~~
- (e) Decision Criteria. The Planning Director's decision shall be based on the extent to which the proposed project meets applicable design guidelines adopted by Council. (Ord. 811, Sec. 4 (Exh. 3), 2010)

14.16C.025 Administrative Modifications.

- (a) This section governs requests to modify any final approval granted pursuant to this title, excluding all approvals granted by passage of an ordinance or resolution of the City Council and requests to revise a recorded plat governed by Chapter [14.18](#).
- (b) Procedure. Applications that seek administrative modification that meet the criteria below shall follow the procedures established in Chapter [14.16B](#) for a Type I permit process.
- (c) Decision Criteria.
 - (1) The Planning Director may determine that an addition or modification to a previously approved project or decision will require review as a new application rather than an administrative modification, if it exceeds the criteria in subsection (c)(2) of this section. If reviewed as a new

application rather than an administrative modification, the modification shall be reviewed by the same body that reviewed the original application. ~~If the application resulting in the approval which is the subject of the request for modification was reviewed by the Design Review Board and the modification would have minimal impacts to design, then the Planning Director shall review the request and make a final decision.~~ The criteria for approval of such a modification shall be those criteria governing original approval of the permit which is the subject of the proposed modification.

(2) A proposed modification or addition will be decided as an administrative modification, if the modification meets the following criteria:

- (i) No new land use is proposed;
- (ii) No increase in density, number of dwelling units or lots is proposed;
- (iii) No changes in location or number of access points are proposed;
- (iv) Minimal reduction in the amount of landscaping is proposed;
- (v) Minimal reduction in the amount of parking is proposed;
- (vi) The total square footage of structures to be developed is the lesser of 10 percent or 6,000 gross square footage; and
- (vii) Minimal increase in height of structures is proposed to the extent that additional usable floor space will not be added exceeding the amount established in subsection (c)(2)(vi) of this section. (Ord. 811, Sec. 4 (Exh. 3), 2010)

14.16C.050 Design Review.

(a) ~~The~~ Design Review Board is created required to review and make urban design decisions that will promote visual quality throughout the City. The purpose of design review includes but is not limited to the following:

- (1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards and guidelines including site layout, landscaping, parking and preferred architectural features;
- (2) To implement the City's Comprehensive Plan policies and supplement the City's land use regulations, promote high-quality urban design and development, supplement land use regulation, promote a coordinated development of the unbuilt areas, improve walkability, lessen traffic congestion, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;
- (3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or subarea as a whole;

- (4) To encourage low impact development (LID) by conservation and use of existing natural site features in order to integrate small-scale stormwater controls and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;
 - (5) To encourage green building practices in order to reduce the use of natural resources, create healthier living environments, and minimize the negative impacts of development on local, regional, and global ecosystems;
 - (6) To encourage creative, attractive and harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;
 - (7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements;
 - (8) To protect and enhance the City's community vision for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;
 - (9) To stabilize and improve property values to help provide an adequate tax base to the City to enable it to provide required services to its citizens;
 - (10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the health, safety and welfare of the City and its citizens; and
 - (11) To ensure compatibility between new and existing developments.
- (b) The City Council shall adopt design guidelines or standards by ordinance.

(1) ~~City of Lake Stevens Design Guidelines (Residential Development Handbook for Snohomish County Communities) were readopted on April 17, 1995, for use within City limits, excluding subareas.~~

(2) Subarea Design Guidelines apply to the Downtown Lake Stevens Subarea Plan as presently adopted and as hereafter may be amended, Lake Stevens Center Subarea Plan and 20th Street SE Corridor Subarea Plan. These design guidelines also apply to the construction of new commercial,

industrial and multifamily projects inside and outside of the subareas. To assure an attractive, pedestrian-friendly environment, all development occurring within either subarea shall comply with these design guidelines which are attached to the subarea plans. If design guidelines appear to conflict with another provision of this title, the design guidelines shall prevail.

(c) ~~Design Review Board. Review of permit applications for conformance with the development design guidelines shall be done by the Design Review Board in public meetings, as set forth in Section 14.16A.260.~~

(d) Projects requiring design review that meet the limitations in Section [14.16C.020](#)(d) shall follow the procedures established in Chapter [14.16B](#) for a Type I permit process ~~as an administrative for small project~~ design review. All other projects requiring design review shall follow the procedures in subsection (e) of this section.

(e) Procedure.

(1) Pre-Application Meeting. If design review is required, a pre-application meeting with the City is highly recommended prior to submittal of a formal application.

(2) Design Review Submittal Requirements. Seven color, hard copies and one electronic copy are required for each submittal for review by the Design Review Board.

(i) Buildings and Site Development Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
 1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
 2. Location of building setback lines.
 3. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
 4. Parking lot layout, design and, if applicable, loading areas.
 5. Public improvements including sidewalks, curbs, gutters, etc.
 6. Location of existing trees and vegetation to be retained.
- c. Building material samples and color chips.

- d. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
 - e. Building elevations and/or perspective renderings drawn to scale and indicating the exterior color and material composition (including mechanical equipment and screening).
 - f. Roof plan including the location of mechanical equipment.
 - g. A lighting plan, if required, adequate to determine the location, character, height and style of fixtures and the amount and impacts of spillover on adjacent properties.
 - h. A brief narrative description of the design elements or objectives of the proposal and discussion of the project's relationship to surrounding properties.
- (ii) Landscape Plans. The following information and materials shall be submitted to the City for review under this chapter:
- a. A completed application.
 - b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
 1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
 2. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
 3. Parking lot layout, design and loading areas if applicable.
 4. Public improvements including sidewalks, curbs, gutters, etc.
 5. Location and size of existing trees and vegetation to be retained.
 6. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
 7. Landscape plan showing the location of proposed plant materials, including a plant schedule identifying plants by common and scientific names, spacing, size at time of planting, size at maturity, location of any existing vegetation and trees to be retained, and special notes.
 8. Photographs of proposed plant material.
 9. Plans showing proposed grading/topography, drawn to the same scale as the landscape plan.

(iii) Sign Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. A site plan, drawn to scale, showing the location of the building upon which the sign will be installed, surrounding buildings, and adjacent streets.
- c. A drawing showing the size, shape and exact location of the proposed sign(s). For wall or building-mounted signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same facade or common building wall. Drawings must be to scale or contain dimensions indicating the size of the sign and the length and height of the appropriate building surface.
- d. Dimensions, area (in square feet), and style of letters/symbols of the proposed signs.
- e. A colored illustration of the proposed signs.
- f. Sign materials (wood, plastic, metal, etc.) and color samples.

(iv) The Director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.

(3) Recommendation. A staff report of findings, conclusions and recommendations shall be forwarded to the ~~Design Review Board~~ Director or designee before a public meeting. The conclusions and recommendations shall indicate how the recommendations carry out the goals, policies, plans and requirements of the development design guidelines. The findings shall be referenced to contested issues of fact, and the conclusions shall be referenced to specific provisions of the development design guidelines and review criteria incorporated therein, together with reasons and precedents relied upon to support the same. The conclusions shall make reference to the effect of the decision upon the Comprehensive Plan, as well as the effect of both approval and denial on property in the vicinity, on business or commercial aspects, if relevant, and on the general public. The decision shall be based upon a consideration of the whole record of the application.

(f) Conformance with Design Guidelines or Standards.

(1) Structures within the following zones are subject to the design guidelines or standards adopted per subsection (b) of this section, except when the project meets the limitations in Section [14.16C.020\(d\)](#) or when the development is located within an adopted subarea plan ~~and is required to meet the adopted subarea design guidelines~~:

- (i) Central Business District (~~except Class 1.100 or 1.200 uses~~);
- (ii) Mixed Use (~~except Class 1.100 or 1.200 uses~~);
- (iii) Neighborhood Commercial (~~except Class 1.100 or 1.200 uses~~);

- (iv) Local Business (except Class 1.100 or 1.200 uses);
 - (v) Planned Business District;
 - (vi) ~~Sub-Regional Commercial~~;
 - (vii) High Urban Residential (multifamily developments);
 - (viii) Multi-Family Residential (multifamily developments);
 - (ix) Light Industrial;
 - (x) General Industrial; or
 - (xi) Public/Semi-Public.
- (2) Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section [14.16C.020\(d\)](#):
- (i) Planned neighborhood developments (Section [14.16C.080](#));
 - (ii) Planned residential developments (Section [14.44.020](#)); and
 - (iii) Innovative Housing Options Program (Chapter [14.46](#)).
- (3) No building or land use permit shall be issued for structures or uses which do not conform to the applicable guidelines or standards, except as allowed under subsection (f)(4) of this section.
- (4) A building or land use permit may be issued for a structure or use that does not comply with subsection (f)(1), (2) or (3) of this section, if any one of the following findings can be made by the permit-issuing authority:
- (i) The structure is of a temporary nature which, in all likelihood, will be replaced by a permanent structure within a reasonable time frame.
 - (ii) The structure is minor to the overall use of the property and will not be noticeably visible from a public right-of-way.
 - (iii) The structure will not be visible from an existing, planned, or proposed public right-of-way.
 - (iv) The structure is pre-existing with proposed changes to portions of the facade that are not visible from public rights-of-way. (Ord. 1027, Sec. 3, 2018; Ord. 903, Sec. 19, 2013; Ord. 876, Sec. 12, 2012; Ord. 811, Sec. 4 (Exh. 3), 2010)

14.44.020 Planned Residential Developments.

It is intended that a PRD will: result in a residential environment of higher quality than traditional lot-by-lot development by being held to higher standards of design of buildings, parks, open space, landscaping, roadways, entrance and other project features; provide flexibility to the property owners; protect critical areas and significant stands of trees; encourage a variety or mixture of housing types; and encourage compatibility of the development with the surrounding neighborhood. In addition to meeting the other relevant requirements of this title, planned residential developments (PRDs) must comply with the following:

- (a) The PRD may only be located on tracts of at least five acres within a Suburban Residential, Urban Residential, High Urban Residential, or Multi-Family Residential zoning district.
- (b) The gross density of a PRD shall not exceed the allowable density specified in Section [14.48.010](#).
- (c) Permissible types of residential uses within a PRD include single-family detached dwellings (use classification 1.111), single-family attached (1.130), two-family residences (1.200), and multifamily residences (1.300) regardless of the underlying zone.
- (d) In the SR and UR zones the developer may create lots and construct buildings with reduced lot size, width, or setback restrictions, except that:
 - (1) In the SR zone, perimeter lots must have a minimum area of 7,500 square feet and width of 60 feet, and in the UR zone, perimeter lots must have a minimum area of 6,000 square feet and width of 45 feet.
 - (2) At least 50 percent of the total number of dwelling units must be single-family detached residences on lots of at least 6,000 square feet in all zones except for the Multi-Family Residential.
 - (3) Comply with the fire protection requirements of the International Building Code (IBC) and the International Fire Code (IFC). Additional fire protection is required by these rules when setbacks are reduced below the standard five feet.
 - (4) Setback requirements of the underlying zone shall apply for all property lines located on the perimeter of the PRD.
 - (5) Each lot must be of a size and shape to contain the proposed improvements.
 - (6) The lots are designed so that homes can be constructed at least 15 feet from any environmentally critical area buffer.
 - (7) In providing additional amenity pursuant to subsection (h) of this section, priority shall be given to maintaining native areas in a natural condition.
 - (8) Homes shall be designed so as to minimize the visual impact of garages and automobiles from the streets and sidewalks through either:

- (i) Providing alleys which provide access to the garage at the rear of the lot; or
 - (ii) Locate the garage at least 20 feet behind the front of the house; or
 - (iii) Locate the garage at least five feet behind the front of the house, with the combined width of garage doors no wider than 18 feet or 50 percent of the width of the front of the house (including garage), whichever is less.
- (e) The design of a PRD, including site layout, landscaping, public facilities (e.g., storm drainage, parks, streets, etc.) and building design shall be subject to Design Review Board (DRB) approval and shall meet the City's adopted Development Design Guidelines. ~~In lieu of the DRB approving each SFR structure, the applicant may propose project specific design guidelines, in which case the DRB may approve the guidelines, to be implemented administratively by the Department of Planning and Community Development. Where authority is granted by the DRB to staff to review individual single family residential structures, the DRB shall be the arbiter between the applicant and staff.~~
- (f) When located in the SR, UR or HUR zone, multifamily portions of a PRD shall be developed more toward the interior rather than the periphery of the tract so that only single-family detached residences border adjacent properties and roads.
- (g) Type A screening (Chapter [14.76](#)) shall apply to the exterior boundaries of the PRD, but are not required between uses within the PRD.
- (h) When creating a PRD, the applicant must improve 10 percent of the site with common amenities, in addition to the open space requirements. The amenities can include, but are not limited to, additional usable open space area, landscaped entries into the project (in addition to the standard roadway dedication and landscaping requirements), landscape islands in the center of roads, special treatment of roads (such as concrete pavers), protection of significant clusters of trees, or other amenities as may be appropriate. Common amenities do not include protected critical areas and their buffers, unless passive recreation is provided within the buffer areas. In such case, credit for trails will be given at a rate of 10 square feet for each lineal foot of trail, 10 square feet for each park bench and five square feet for each interpretive sign. Park space will be given credit towards meeting this requirement only when it meets the criteria for dedication contained in Chapter [14.120](#).
- (i) Protected critical areas and significant stands of trees will be used as an amenity to the project through such techniques as providing pervious trails and benches in buffers and significant stands of trees, orienting buildings to create views, and any other technique to provide visual and physical access. (Ord. 903, Sec. 31, 2013; Ord. 746, Sec. 5, 2007; Ord. 741, Sec. 6, 2007; Ord. 639, Sec. 3, 2001; Ord. 579, 1998; Ord. 501, Sec. 9, 1995; Ord. 468, 1995)

14.46.015 Review and Processing.

Innovative housing projects shall be reviewed and processed according to the requirements of Sections [14.16C.015](#), [14.16C.045](#) and [14.40.020\(b\)](#), with the additional requirements below:

- (a) A pre-application conference per Section 14.16A.220(d) is required to exchange general and preliminary information and to identify potential issues.
- (b) After the pre-application conference, the applicant shall schedule and host a neighborhood meeting before submitting an application to the City. The purpose of the neighborhood meeting is to provide residents who live adjacent and nearby to the proposed cottage housing development an opportunity to obtain information about the proposal and provide comment on the overall project before an applicant expends significant time and resources in developing the specific site and development features of the proposal.
 - (1) The meeting shall be located in the general area of the proposed project.
 - (2) Notice of the neighborhood meeting shall be mailed to all property owners located within 300 feet of the proposed project or 20 property owners (whichever results in more property owners being noticed) and shall provide details of the proposed project, including a description of any modification or flexibility in site design standards that will be requested.
 - (3) Comprehensive notes describing the meeting shall be submitted with the project application.
 - (4) Following the neighborhood meeting, the applicant shall consider public input received during the neighborhood meeting and shall consider recommendations, if any, for revising the proposed innovative housing project to respond to neighborhood concerns.
- (c) The Design Review Board shall consider project proposals at one meeting with staff and provide a recommendation for design approval of is required for projects in accordance with this chapter.

Duties and authority are as follows:

- (1) ~~The Design Review Board is required to meet with the Director and City staff at a meeting to discuss proposed innovative housing development site plans and recommend modifications.~~
 - (2) Prior to a final decision by the Director or the Hearing Examiner, ~~the Design Review Board shall make a recommendation based on a staff report including findings of fact must be provided demonstrating~~ whether the proposed project meets the specific design requirements provided in this chapter for the specific type of innovative housing option and may propose allowable modifications.
- (Ord. 872, Sec. 5, 2012; Ord. 811, Sec. 54, 2010; Ord. 798, Sec. 7 (Exh. 2), 2009)

14.46.035 Modifications to the Provisions in this Chapter.

- (a) An applicant may request modifications to the provisions of this chapter or other provisions of this title related specifically to this chapter, to the extent that such modifications are consistent with the purpose, intent and requirements of this chapter.
- (b) The applicant must describe each requested modification and document in writing how the modifications are consistent with the purpose, intent and requirements of this chapter.
- (c) The Director or Hearing Examiner may approve modifications after:

- (1) Considering the Design Review Board's ~~recommendations~~ a staff report and findings of fact; and
 - (2) Documenting in writing that the modifications are consistent with the purpose and requirements of this chapter and do not threaten the public health, safety, or welfare.
- (d) Minor changes to a site plan or design elements approved under this chapter may be approved by the Director. Changes that increase the intensity of development, e.g., trips generated or number of residential units; alter the character of the development or balance of mixed uses; increase the floor area in one building by more than 10 percent; change access points; move buildings around on the site; reduce the acreage of common open area or buffering areas; or diminish the effectiveness of perimeter buffers, are major and shall be subject to the requirements of this chapter. Major modifications may be approved by the original decision body and shall may be subject to design review approval. (Ord. 872, Sec. 6, 2012; Ord. 798, Sec. 7 (Exh. 2), 2009)



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: October 23, 2018

Subject: Resolution in Support of Commercial Air Services at Paine Field

Contact

Person/Department: Gene Brazel, City Administrator **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution 2018-31 Supporting Commercial Air Service at Paine Field.

SUMMARY/BACKGROUND: Snohomish County has worked for many years to establish commercial air service at Paine Field, and the success of those efforts is now being realized with commercial air service scheduled to begin in 2019. By having commercial air service at Paine Field, Snohomish County residents will have the convenience of air travel from Everett rather than travelling to SeaTac, as well as realizing increases in employment opportunities and a strengthening of commercial aerospace industries in the local and global marketplace.

Commercial air service will also bring with it impacts to surrounding communities due to increased operations at Paine Field. Resolution 2018-31 encourages that Snohomish County and Snohomish County cities work together to enter into good faith negotiations with interested airlines to ensure that those airlines pay their way to operate at Paine Field and help to mitigate those impacts to the county and local jurisdictions.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:

ATTACHMENTS:

- Exhibit A: Resolution 2018-31

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION NO. 2018-31

**A RESOLUTION OF THE CITY OF LAKE STEVENS,
WASHINGTON, SUPPORTING COMMERCIAL AIR SERVICE
AT PAINE FIELD.**

WHEREAS, the City of Lake Stevens is fully committed to supporting general aviation in Snohomish County and believes commercial service at Paine Field would enhance the viability of general aviation in Snohomish County; and

WHEREAS, the City of Lake Stevens recognizes the significance of commercial aviation to Snohomish County and the region's future transportation needs and economic competitiveness; and

WHEREAS, the aerospace industry surrounding Paine Field is the largest concentration of aviation manufacturing in the world and the largest single industrial job center in Snohomish County and Washington State representing over 40,000 jobs and \$2.5 billion in wages and salaries; and

WHEREAS, by 2020 the region's population is projected to increase to over 1.1 million persons with employment expected to swell to 426,000 workers; and

WHEREAS, Paine Field as a secondary regional airport alternative to Seattle-Tacoma International Airport would benefit Lake Stevens residents and businesses through substantial time savings, and other reduced traveler and opportunity costs; and

WHEREAS, Alaska, United and Southwest Airlines are scheduled to begin offering commercial passenger flights from Paine Field to Denver, Las Vegas, Los Angeles, Oakland, CA, Orange County, CA, Phoenix, Portland, San Diego, San Francisco and San Jose, CA, respectively; and

WHEREAS, demand generated by employment, population and income in the Paine Field market is, and will continue to be, more than sufficient to support commercial aviation service; and

WHEREAS, it is our commitment as elected officials to advance economic development, job generation and retention for the future viability of our community; and

WHEREAS, commercial aviation at Paine Field will reaffirm and strengthen the region's longstanding position as the epicenter of commercial aerospace in the global marketplace,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The City of Lake Stevens supports the establishment of scheduled commercial air service at Paine Field, as it aligns with our community's long-term economic development goals to attract aerospace, technology, and other commercial/light industry that brings family-wage jobs to our community, and to the region.

Section 2. The City of Lake Stevens encourages Snohomish County and Snohomish County cities to enter into good faith negotiations to ensure that interested airlines pay their way to operate at Paine Field, and those impacts created due to commercial surface to surrounding communities are mitigated.

PASSED by the City Council of the City of Lake Stevens this 23rd day of October, 2018.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney



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LAKE STEVENS
STAFF REPORT

Council Agenda Date: October 23, 2018

Subject: Community Development Block Grant 2019 for Frontier Heights Park Improvements

Contact Person/Department:	Russ Wright, Community Development & Planning Director, Jim Haugen, Parks & Recreation Coordinator, Planning	Budget Impact:	None
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RECOMMENDATION(S)/ACTION REQUESTED OF CITY COUNCIL: Approve Resolution 2018-32 authorizing and endorsing the submittal of a 2019 CDBG application for funding for improvements to Frontier Heights Park.

SUMMARY/BACKGROUND: In 2015 and 2017 the City applied for a Community Development Block Grant (CDBG) from Snohomish County for funds to improve Frontier Heights Park. The grants were not awarded. This month the County is opening Grant requests for 2019 and includes a budgeted amount for Public Facilities & Infrastructure of \$1,021,191. A Public Facilities goal is to support acquisition, construction and/or rehabilitation of public facilities to principally benefit low- and moderate-income neighborhoods including but not limited to, parks and recreation, health centers, fire stations and other neighborhood facilities. The Frontier Heights service area qualifies for this grant. The City will be asking for funds to help with playground equipment.

APPLICABLE CITY POLICIES:

The City's Parks, Recreation and Open Space Element of the Comprehensive Plan identifies this area of the City west of SR-9 as a priority for an additional neighborhood-level park.

Specific Parks, Recreation and Open Space Goals and Policies which are consistent with the intent of this project include:

GOAL 5.1 Provide a high-quality, diversified parks, recreation and open space system that provides recreation and cultural opportunities for all ages and interest groups.

Policy 5.1.1 Provide a system of multi-purpose neighborhood and community parks throughout the community accessible to all residents that meet certain levels of service including a neighborhood park within a one-mile radius of all residential areas.

City Municipal Code Title 3 Revenue and Finance, Section 3.60.040 Acceptance (b) All monetary and nonmonetary donations with a current value of up to \$5,000 may be approved and accepted for the City by the City Administrator. All donations with a value greater than \$5,000 must be accepted by resolution of the City Council. The City Administrator shall estimate the value of any non-monetary donation not supported by an appraisal, for the purpose of compliance with this section.

RCW 35A.12.190 Powers of council. The council of any code city organized under the mayor-council plan of government provided in this chapter shall have the powers and authority granted to the legislative bodies of cities governed by this title, as more particularly described in chapter 35A.11 RCW.

RCW 35A.11.010 Rights, powers, and privileges. Each city governed under this optional municipal code, whether charter or noncharter, shall be entitled "City of" (naming it), and by such name shall have perpetual succession; may sue and be sued in all courts and proceedings; use a corporate seal approved by

its legislative body; and, by and through its legislative body, such municipality may contract and be contracted with; may purchase, lease, receive, or otherwise acquire real and personal property of every kind, and use, enjoy, hold, lease, control, convey or otherwise dispose of it for the common benefit.

BUDGET IMPACT: None

ATTACHMENTS: Resolution 2018-32

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION 2018-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, AUTHORIZING AND ENDORSING THE SUBMITTAL OF A PROGRAM YEAR 2019 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO SNOHOMISH COUNTY FOR FUNDING FOR IMPROVEMENTS TO FRONTIER HEIGHTS PARK, CONTINGENT UPON THE CITY BEING AWARDED GRANT FUNDS, AND AUTHORIZING AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO NEGOTIATE AND CONTRACTUALLY BIND THE CITY IF FUNDS ARE AWARDED.

WHEREAS, the City of Lake Stevens Comprehensive Plan contains goals and policies directing the City to provide adequate parks, open spaces and recreation services to its citizens; and

WHEREAS, the Comprehensive Plan goals identify the need for a neighborhood level park in the western portion of the City; and

WHEREAS, the City has now acquired land within Frontier Heights in the western area of the City for a public park; and

WHEREAS, the Comprehensive Plan goals and policies recognize that the prioritization of new park facilities shall take into consideration areas which are underrepresented by parks, and opportunities for grants and other funding sources to assist in achieving the identified needs; and

WHEREAS, Frontier Heights Park, previously a privately-owned park and previously owned by the Frontier Heights Homeowners Association, is located in the western portion of the City is now in title and possession of the City; and

Whereas, City improvements to said park are contingent on the receipt of 2019 Community Development Block Grant (CDBG) funds; and

WHEREAS, the City is eligible to apply for Snohomish County CDBG funds for Public Facilities and Infrastructure Projects; and

WHEREAS, this Resolution if adopted will authorize and delegate authority to the City Public Works Director to negotiate and contractually bind the City if CDBG funds are awarded;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

Section 1. The City Council hereby authorizes and endorses the submittal of a 2019 CDBG application to Snohomish County for funding for improvements to Frontier Heights Park as set forth in Exhibit 1, and delegates authority to and authorizes the City Administrator to negotiate and contractually bind the City if CDBG funds are awarded to the City of Lake Stevens.

PASSED by the City Council of the City of Lake Stevens this 23rd day of October, 2018.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

**SNOHOMISH COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2019 PUBLIC FACILITIES & INFRASTRUCTURE**

Applicant Authorization

This application is available on the Snohomish County website in Microsoft Word at:
<https://wa-snohomishcounty.civicplus.com/684/Applications-for-Available-Funds>

1. Title of Proposed Project:

City of Lake Stevens Frontier Heights Park Improvement

2. Project Location (street address or nearest intersection and applicable zip code): ***The Frontier Heights Park is located north of the intersection of Frontier Circle West and 88th Avenue NE with the Zip Code of 98258***

3. Proposed Use of CDBG Funds (Summarize in one or two sentences the planned project and what costs CDBG funds would be used for i.e. professional services costs, soft costs, construction costs, etc.): ***The City of Lake Stevens has recently acquired Frontier Heights Park from the Frontier Heights Home Owners Association. The Park serves a low/middle income area that the HOA was unable to maintain to acceptable standards and the CDBG funds will be used to provide a safe playground with ADA accessibility***

4. Project Cost

a) CDBG Funds Requested: \$100,000 b) Total Project Cost \$150,000

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION INCLUDED IN THIS APPLICATION HAS BEEN CAREFULLY EXAMINED. THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH THE POLICIES, RULES AND REGULATIONS REFERENCED IN THE APPLICATION IF FUNDING IS AWARDED.

Organization's Name and Mailing Address:

Authorized Signature of Organization:

***City of Lake Stevens
PO Box 257
Lake Stevens, WA 98258***

Signature
Gene Brazel City Administrator
Name and Title
gbrazel@lakestevenswa.gov
E-mail Address

Applicants must include a copy of their Board or City Council minutes authorizing submittal of this application.

Contact person: (list person responsible for answering questions about the application)

If not available at application submission, pre-authorization for late submittal of approval by 1/15/2019 must be requested from Dee White before 10/30/18.

Jim Haugen

Copy of Authorization is Attached.

Name

Yes No

425-512-5967

If applying for more than one project, what priority is this project?

jhaugen@lakestevenswa.gov



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 23, 2018

Subject: Resolution 2018-33 Declaring City of Lake Stevens to be a Veteran Friendly Community
And a Veteran Friendly Employer

Contact

Person/Department: John Dyer, Chief of Police **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution 2018-33, a Resolution of the City of Lake Stevens, Washington, declaring Lake Stevens to be a Veteran Friendly Community and the City of Lake Stevens to be a Veteran Friendly Employer.

SUMMARY: The City of Lake Stevens currently has three Police Department employees who are active in the Military Reserves and are required to attend annual trainings and drills, which take them away from their employment for periods of time each year. The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights and benefits of these personnel in civilian positions, and protects members of the armed services from employment discrimination. The City of Lake Stevens values our enlisted personnel and their contributions and makes every effort to support these individuals and recognize their contributions.

Additionally, the City of Lake Stevens values its Veterans and Active Duty military personnel, and their families, recognizing that they have unique skills and abilities to contribute and share with the community, as well as making personal sacrifices to ensure the safety of our community, our state and our country. This recognition is exemplified by the creation of the Lake Stevens Veterans Commission in 2017.

The City of Lake Stevens wishes to declare itself both a Veteran Friendly Community and a Veteran Friendly Employer.

ATTACHMENTS:

A: Resolution 2018-33

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION NO. 2018-33

**A RESOLUTION OF THE CITY OF LAKE STEVENS,
WASHINGTON, DECLARING LAKE STEVENS TO BE A
VETERAN FRIENDLY COMMUNITY AND THE CITY OF LAKE
STEVENS TO BE A VETERAN FRIENDLY EMPLOYER.**

WHEREAS, the City of Lake Stevens is home to many Veterans and Active Duty service members, Military Reserve, National Guard members, and their families; and

WHEREAS, the City of Lake Stevens recognizes that Veterans and Active Duty service members, Military Reserve, National Guard members, and their families are essential to the strength of our Nation and the well-being of our communities; and

WHEREAS, in the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society; and

WHEREAS, if these volunteer forces are to continue to serve our Nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security; and

WHEREAS, the City of Lake Stevens has previously established a Veterans Commission to support and assist Veterans, Active Duty, and Reserve Duty service members, and their families by providing resources for employment opportunities and health care, among others; and

WHEREAS, the Lake Stevens Veterans Commission is establishing programs that recognize and support Veterans, Active Duty and Reserve Duty service members, and their families, and local businesses that are owned and operated by Veterans, and local businesses that employ Veterans and family members of Active Duty service members, and Reserve Duty service members.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON AS FOLLOWS:

Section 1. The City of Lake Stevens, Washington declares itself to be a Veteran Friendly Community, actively providing support and assistance to Veterans, Active Duty, Reserve Duty and National Guard service members, and their families.

Section 2. The City of Lake Stevens fully recognizes, honors and complies with the Unformed Services Employment and Reemployment Rights Act (USERRA).

Section 3. The City of Lake Stevens provides its managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve.

Section 4. The City of Lake Stevens appreciates the values, leadership and unique skills Service members bring to the workforce and encourages opportunities to employ Guardsmen, Reservists, transitioning Service members and Veterans.

Section 5. The City of Lake Stevens continually recognizes and supports our country's Service members and their families in peace, in crisis and in war.

PASSED by the City Council of the City of Lake Stevens this 23rd day of October, 2018.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 23, 2018

Subject: Lake Stevens Utility Tax Code Amendment

Contact

Person/Department: Josh Roundy, Senior Accountant **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Adopt Ordinance No. 1037 Repealing Lake Stevens Municipal Code (LSMC) Chapters 3.08, 3.12, 3.16, and 3.20 and Reenacting Chapter 3.08 Establishing Taxes on Utility Providers.

SUMMARY

RCW 35.21.865 - .870 authorizes the City to establish a utility tax of up to 6% of the gross revenues of those engaged in the telephone business and those engaged in the distribution of natural gas and electricity. Additionally, RCW 35A.82.020 authorizes the City to require business licenses and to impose excise taxes for the purpose of regulation and revenue, including but not limited to the utility businesses of sewer, stormwater, solid waste, water and cable tv.

The City currently imposes a 6% utility tax on those in the business of providing telephone services, and 5% on those providing electricity and natural gas. Additionally, the City has a 5% franchise agreement fee for cable and black fiber similar to a utility tax. No other utility taxes or franchise agreements are imposed by the City. As we reviewed utility fees and taxes, we noted that Lake Stevens was one of very few cities in Snohomish County that have not enacted utility taxes on Sewer, Stormwater, Water, or Garbage; and similarly, had not increased the electricity and natural gas from 5% to the allowable 6% rate.

Lake Stevens has been steadily increasing its levels of service to the public in all areas including public safety, parks, street and stormwater. As the cost of providing city services has continued to increase, these additional revenues are needed by the City to provide these and other essential services.

This ordinance would reenact LSMC chapter 3.08 establishing the following utility taxes on business providing these services:

- 6% - Telephone, Telegraph, Electricity, Natural Gas, Water, Stormwater, Garbage
- 2% - Sanitary Sewer

ATTACHMENTS:

A: Ordinance 1037

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1037

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, RELATING TO TAXATION OF UTILITY PROVIDERS; REPEALING IN THEIR ENTIRETY CHAPTERS 3.08, 3.12, 3.16 AND 3.20 OF THE LAKE STEVENS MUNICIPAL CODE (“LSMC”); REENACTING NEW CHAPTER 3.08 OF THE LAKE STEVENS MUNICIPAL CODE, ESTABLISHING A SIX PERCENT (6.0%) UTILITY TAX ON THE GROSS RECEIPTS OF THOSE ENGAGED IN THE TELEPHONE BUSINESS, THE TELEGRAPH BUSINESS, THE DISTRIBUTION OF NATURAL GAS, THE LIGHT OR POWER BUSINESS, THE DISTRIBUTION OF WATER, THE SALE OF CELLULAR TELEPHONE SERVICE, THE BUSINESS OF PROVIDING STORMWATER SERVICES, THE SERVICE OF GARBAGE, REFUSE, AND SOLID WASTE COLLECTION, AND FOR A TWO PERCENT (2%) UTILITY TAX ON THE BUSINESS OF PROVIDING SANITARY SEWER SERVICES; ESTABLISHING STANDARDS AND PROCEDURES FOR COLLECTION OF THE SAME; ESTABLISHING PENALTIES FOR FAILURE TO TIMELY REGISTER OR PAY THE UTILITY TAX; PROVIDING FOR SEVERABILITY; FIXING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, RCW 35.21.865 - .870 authorizes the City to establish a utility tax of up to 6% of the gross revenues of those engaged in the telephone business and those engaged in the distribution of natural gas and electricity without approval of a majority of voters; and

WHEREAS, RCW 35A.82.020 authorizes the City to require business licenses and to impose excise taxes for the purpose of regulation and revenue, including but not limited to the utility businesses of sewer, stormwater, solid waste, water and cable tv; and

WHEREAS, the cost of providing public safety, parks, streets, stormwater and other city services have continued to increase, and additional revenue is needed by the City to perform these and other essential services; and

WHEREAS, the current utility tax rates in the LSMC for the utilities covered may be increased and additional utilities not currently covered may be included within the scope of the utility tax to provide the City with additional revenue needed to provide essential services; and

WHEREAS, the current utility tax provisions in the LSMC are found in four separate chapters and it is in the interest of convenience, transparency, and best practice that all utility tax provisions be codified in a single chapter.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Chapters 3.08 *Public Utilities District Tax*, 3.12 *Telephone Utility Tax*, 3.16 *Telegraph Tax*, and 3.20 *Sale of Gases Tax* of the Lake Stevens Municipal Code are hereby repealed in their entirety.

Section 2. Chapter 3.08 of the Lake Stevens Municipal Code is hereby reenacted to read as follows:

CHAPTER 3.08 UTILITY TAXES

Sections:

- 3.08.010** **Purpose.**
- 3.08.020** **Definitions.**
- 3.08.030** **Businesses subject to tax.**
- 3.08.040** **Exceptions and deductions from gross income**
- 3.08.050** **Returns and payments.**
- 3.08.070** **Books and records -- Inspection and confidentiality.**
- 3.08.080** **Investigation of returns.**
- 3.08.090** **Over or under payment.**
- 3.08.100** **Failure to apply for license or make return.**
- 3.08.110** **Appeal to City Administrator.**
- 3.08.120** **Rules and regulations.**
- 3.08.130** **Unlawful acts.**
- 3.08.140** **Penalty for violation.**
- 3.08.150** **Rate change.**

3.08.010 **Purpose.** The provisions of this chapter shall be deemed to be an exercise of the power of the City of Lake Stevens to license for revenue, as authorized by RCW 35.21.865, RCW 35A.82.020, and other applicable state law.

3.08.020 **Definitions.** Where used in this chapter, the following words and terms shall have the meanings as defined in this section, unless, from the context, a more limited or different meaning is clearly defined or apparent:

- A. "Director" means the City Finance Director.
- B. "Gross income" means the value proceeding or accruing from the sale of tangible property or service, and receipts (including all sums earned or charged, whether received or not) by reason of the investment of capital of the business engaged in, including rentals, royalties, fees or other emoluments, (except receipts or proceeds from the use or sale of real property or any interest therein, and proceeds from the sale of notes, bonds, mortgages or other evidences of indebtedness or stock and the like) and without any deduction on account of the cost of the property sold, the cost of materials used, labor costs, interest or discount paid, taxes, (excluding taxes imposed by this Chapter) or any expense whatsoever, and without any deduction on account of losses.
- C. "Household" means a single service address such as house or apartment number, regardless of the number of persons living at the service address.
- D. "Person" or "persons" means natural persons of either gender, firms, co-partnerships, corporations, municipal corporations/special purpose districts, and other associations of natural persons whether acting by themselves or by servants, agents or employees.

- E. "Taxpayer" means any person liable for the license fee or taxes imposed by this chapter.
- F. "Tax year" or "taxable year" means the twelve month period commencing January 1st and ending December 31st of the same year.

3.08.030 Businesses subject to tax. There is hereby levied upon all persons engaged in business activities taxable under this chapter a tax in the amounts to be determined by the application of the respective rates against gross income of such taxpayer. Taxpayers engaged in or carrying on the business shall be charged with collection of the tax as a condition of doing business, in the amount described below:

- A. Upon every person engaged in or carrying on a telephone business (including cellular and pager), as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income, including revenues for intrastate toll, derived from the operation of such business within the City. To the extent permitted by applicable federal and state law, any telecommunications services provided by a cable operator (as defined in 47 U.S.C. Section 522(5)) or other persons over cable television facilities owned or controlled by a cable operator shall be taxable hereunder.
- B. Upon every person engaged in or carrying on a telegraph business, as defined in RCW 82.16.010, a tax equal to six percent (6%) of the total gross income from such business in the City.
- C. Upon every person engaged in a gas distribution business, as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- D. Upon every person engaged in a light or power business, as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income derived from such business within the City.
- E. Upon every person engaged in water distribution business, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- F. Upon every person engaged in stormwater business, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City, plus a state business & occupation tax at the rate established by RCW 82.04.290, as said rate adjusts, said rate currently being equal to one and one-half percent of the total gross revenue.
- G. Upon every person engaged in the service of garbage, refuse, and solid waste collection, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- H. Upon every person engaged in sanitary sewer business, a tax equal to two percent (2.0%) of the total gross income derived from the operation of such business within the City.

3.08.040 Exceptions and deductions from gross income. There shall be excluded from the total gross income upon which the utility tax is computed the following:

- A. Revenues derived from transactions in interstate or foreign commerce, or from business done for the United States and the state, or their officers or agents or any amounts paid by the taxpayer to the United States and the state, the City or to any political subdivision of the state, as excise taxes levied or imposed upon the sale or distribution of property or services, or as a utility tax.

- B. That portion of gross income derived from charges to another telecommunications company, as defined in RCW 80.40.010, for connecting fees, switching charges, or carrier access charges relating to intrastate toll telephone services, or for access to, or charges for, interstate service.
- C. Charges incurred by a taxpayer engaging in a telephone business and paid to a telecommunications company, as defined in RCW 80.40.010, for telephone service that the taxpayer purchases for the purpose of resale.
- D. Adjustments made to a billing or to a customer account or a telecommunications company accrual account in order to reverse a billing or a charge that has been made as a result of third party fraud or other crime and was not properly a debt of a customer.
- E. Cash discounts and credit losses actually sustained by a taxpayer on an accrual basis.
- F. Revenues from transactions or activities which the City is prohibited from taxing under the laws and/or Constitutions of the United States or the State of Washington.

3.08.050 Returns and payment.

- A. *Quarterly Returns.* On or before the 20th day following the end of each calendar quarter (i.e., April 20th, July 20th, October 20th, and January 20th), each taxpayer not submitting monthly returns and payment shall remit payment for the preceding quarter's utility tax, accompanied by a quarterly statement showing the manner in which the quarterly payment is calculated. The quarterly statement shall be upon a form provided by the Finance Director and shall contain such information as may be necessary to enable the director to arrive at the lawful amount of the tax. The taxpayer shall, in a legible manner provide all information required by the director on such returns, shall sign the same, and by affidavit shall swear or affirm that the information therein given is full and true and that the taxpayer knows the same to be so.
- B. *Monthly Returns.* Taxpayers may submit monthly returns and payment in the same form and manner as taxpayer's making quarterly returns.
- C. Returns shall be accompanied by a remittance by bank draft, certified check, cashier's check or money order, payable to the City of Lake Stevens, or in cash, in the amount of the fee or tax owed, including delinquencies and installments.
- D. Payment made by draft or check shall not be deemed a payment of the fee or tax unless and until the same has been honored in the usual course of business, nor shall acceptance of any such check or draft operate as an acquittance or discharge of the fee or tax unless and until the check or draft is honored.
- E. If the taxpayer is a partnership, returns must be made by one of the partners; if a corporation, by one of the officers thereof, if a foreign corporation, co-partnership or nonresident individual, by the resident agent or local manager of said corporation, co-partnership or individual.

3.08.070 Books and records - Inspection and confidentiality.

- A. It is the duty of each taxpayer to keep and enter in a proper book or set of books or records an account which shall accurately reflect the amount of its gross income, which account shall be open to inspection by the director, or his or her designee at a reasonable time upon request, and

from which said officer the director or his or her designee may verify returns made by the taxpayer.

- B. To the extent permitted by Chapter 42.56 RCW and other applicable statutes, the applications, statements or returns made to the director pursuant to this chapter shall not be made public, nor shall they be subject to the inspection of any person except the Mayor, City Administrator, the City Attorney, the Director, or his or her authorized agent and members of the City Council.

3.08.080 Investigation of returns. If any taxpayer fails to apply for a license or make his or her return, or if the Finance Director is dissatisfied as to the correctness of the statements made in the application or return of any taxpayer, the Finance Director or his or her designee, may, to the extent and in the manner permissible under applicable law : (1) enter the premises of such taxpayer at any reasonable time for the purpose of inspecting and auditing the taxpayer's books or records to ascertain the amount of the fee or tax or to determine the correctness of such statements, as the case may be; (2) examine any person under oath administered by the Finance Director, or his or her designee, touching the matters inquired into; or (3) fix a time and place for an investigation of the correctness of the return, and issue a subpoena to the taxpayer, or any other person, to attend such investigation and testify, under oath administered by the director, or his or her agent, in regard to the matters inquired into and may, by subpoena, require him or her, or any person, to bring with him or her such books, records and papers as may be necessary. In the event that any such audit reveals an underpayment of ten percent (10%) or more, the taxpayer shall, in addition to the penalties provided by this chapter, be responsible for all of the costs associated with the audit, including, but not limited to, staff time and overhead, accounting fees, professional service fees, and attorneys' fees.

3.08.090 Over or under payment.

- A. Overpayment. If, upon written request of the taxpayer, the Finance Director, upon investigation or upon checking returns, finds that the fee or tax paid by a taxpayer is more than the amount required of the taxpayer, he or she shall return the amount overpaid. Any refund request not submitted within two (2) years of the alleged overpayment shall be forever barred.
- B. Underpayment. If the Finance Director finds that the fee or tax paid by a taxpayer is less than required, he or she shall send a statement to the taxpayer showing the balance due, together with a penalty of ten percent (10%) of the amount due, and the taxpayer, shall within twenty (20) days, pay the amount shown thereon. If payment is not received by the director by the due date specified in the notice, the Finance Director shall add a penalty of an additional twenty-five percent (25%) of the amount of the additional tax found due. In the event that the balance due, including all penalties, is not paid in full within thirty (30) days from the date specified, the penalty shall be increased by fifteen percent (15%) of the amount due and the total amount due shall accrue interest at the rate of twelve percent (12%) per annum. If the Finance Director finds that all, or any part of, the deficiency resulted from an intent to evade the tax payable hereunder, a penalty of fifty percent (50%) of the additional tax found to be due shall be added and the amounts due, including penalties, shall accrue interest at the rate of twelve percent (12%) per annum from the date the tax became due and the date payment is actually made.

3.08.100 Failure to make return. If any taxpayer fails to make a return or pay the fees or taxes therefore, or any part thereof, the Finance Director shall ascertain the amount of the fee or tax or installment thereof due and shall notify the taxpayer thereof, who shall be liable therefore in any suit

or action by the City for the collection thereof. In the event that any taxes imposed by this chapter remain unpaid, the Finance Director may refer such claims to a collection agency or to the City Attorney for collection. If referred to the City Attorney for collection, the City Attorney shall, with the assistance of the Finance Director, collect the same by any appropriate means or by suit or action in the name of the City. In the event that the City prevails on any claim that a taxpayer is noncompliant with the terms of this chapter, the City shall be entitled to an award of its reasonable attorneys' fees and other professional expenses associated with prosecuting the action.

3.08.110 Appeal to City Administrator.

- A. Any taxpayer aggrieved by the amount of the fee, tax, or penalty found by the Finance Director to be required under the provisions of this chapter, may appeal to the City Administrator from such finding by filing a written notice of appeal with the Finance Director within fourteen (14) days from the time such taxpayer was given notice of such amount, and paying an appeal fee in accordance with the City's adopted fee schedule. The City Administrator shall, as soon as practicable, fix a time and place for the hearing of such appeal, which time shall be not more than thirty (30) days after the filing of the notice of appeal, and shall cause a notice of the time and place thereof to be delivered or mailed to the appellant. At such hearing the taxpayer shall be entitled to be heard and to introduce evidence on his or her own behalf. The City Administrator shall thereupon ascertain the correct amount of the fee, tax, or penalty by resolution and the director shall immediately notify the appellant thereof, which amount, together with costs of the appeal including outside legal, accounting, and other expenses, if the appellant is unsuccessful therein, must be paid within ten (10) days after such notice is given.
- B. The City Administrator may direct that the appeal hearing provided by subsection (A) of this section be conducted by a hearing officer appointed by the City for that purpose. In such case, the hearing officer shall conduct an evidentiary hearing as provided in subsection (A) of this section and forward findings, conclusions, and a recommendation to the City Administrator for final action. Unless otherwise agreed to by the parties, the hearing officer shall convene the hearing within thirty (30) days of the matter being referred by the City Administrator and shall enter his or her written findings, conclusions, and recommendation within fifteen (15) days following conclusion of the hearing. Upon receipt of the hearing officer's findings, conclusions, and recommendation, the City Administrator shall either adopt the same as their own decision, conduct their own hearing and adopt new findings and conclusions, or remand the matter to the hearing officer for further review.
- C. Any judicial appeal of the City Council's final determination of such an appeal shall be filed and served within twenty-one (21) days of the date of the City Administrator's final decision on the matter, and the taxpayer shall be responsible for payment of the costs associated with producing the City's administrative record therein.

3.08.120 Rules and regulations. The director shall have the power to adopt, publish and enforce rules and regulations not inconsistent with this chapter or with applicable law for the purpose of carrying out the provisions of this chapter, and it is unlawful for any person or taxpayer to violate or fail to comply with any such rule or regulation.

3.08.130 Unlawful acts. It is unlawful: (1) for any person liable for taxes or fees hereunder to fail or refuse to file returns, or to pay any fee or tax or installment thereof when due; (2) for any person to make any false or fraudulent return or any false statement or representation in, or in connection with any return; (3) to aid or abet another in any attempt to evade payment of the fee or tax, or any part thereof; (4) for any person to fail to appeal and/or testify in response to a subpoena issued pursuant hereto; (5) to testify falsely upon any investigation of the correctness of a return, or upon the hearing of any appeal; or (6) in any manner to hinder or delay the City or any of its officers in carrying out the provisions of this chapter.

3.08.140 Penalty for violation. Any person violating any of the provisions or failing to comply with any of the requirements of this chapter shall, in addition to being liable for the monetary penalties set forth herein, be guilty of a gross misdemeanor and upon conviction of such violation or failure be punished by a fine of not more than Five Thousand Dollars (\$5,000.00) or by imprisonment not to exceed ninety (90) days or by both such fine and imprisonment.

3.08.150 Rate change. No change in the rate of tax upon persons engaging in providing services taxable under this chapter shall apply to business activities occurring before the effective date of the change, and, except for a change in the tax rate authorized by RCW 35.21.870, no change in the rate of the tax may take effect sooner than sixty (60) days following the enactment of the ordinance establishing the change. The director, or his or her designee, shall send to each taxpayer a copy of any ordinance changing the rate or tax upon taxable services promptly upon its enactment.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance shall take effect January 1, 2019 or 60 days after the date of enactment, whichever date is last to occur. Publication of this ordinance may be by an approved summary thereof consisting of the ordinance title.

John Spencer, Mayor

ATTEST/AUTHENTICATED:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg A. Rubstello, City Attorney

Date of Publication: _____

Effective Date: *This ordinance shall take effect January 1, 2019 or 60 days after its enactment, whichever date is last to occur.*



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda
Date:

October 23, 2018

Subject: Approve Resolution 2018-24 re Sewer District Unification

Contact	Gene Brazel, City Administrator	Budget	N/A
Person/Department:		Impact:	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution 2018-24, a Resolution of the City Council of the City of Lake Stevens, Washington, identifying certain steps to be undertaken with the Lake Stevens Sewer District related to the Unified Sewer Services and Annexation Agreement.

SUMMARY/BACKGROUND: On May 23, 2005 the City of Lake Stevens (“City”) and the Lake Stevens Sewer District (“Sewer District”) executed the Unified Sewer Services and Annexation Agreement. The Agreement provides a blueprint for the orderly transition of public sewer service in the Lake Stevens Urban Growth Area from two systems to one system, ultimately as the City’s system. Article 5, Step 2, paragraph 5.1 of the agreement provides that the Unified Sewer System shall be transferred in its entirety from the District to the City no sooner than twenty years from the date of District acceptance of the Phase I Waste Water Treatment Plant improvements construction project subject to the City satisfying then-current statutes regulating assumption of special purpose districts by code cities. It further provides that the timing may be extended or accelerated at the mutual agreement of the City and District. The Phase I improvements were accepted in 2012.

The City and Sewer District determined to move forward with unification, and on June 27, 2017 the City Council adopted Resolution 2017-12, which was a first step in the unification process and set out the initial steps and timeline to begin the unification process. The Lake Stevens Sewer District adopted a similar resolution. Since that time the City and Sewer District have worked together to develop the terms, conditions and a process for a successful implementation of Step 2 of the Unification Agreement.

Resolution 2017-12 set a twelve month period to complete the work of developing the terms, conditions and process for implementation of Step 2 of the Unification Agreement. That time period has now expired, and both the City and Sewer District wish to continue working together to successfully implement Step 2 of the Unification Agreement. Resolution 2018-24 establishes an additional 12-month period to accomplish this, as well as providing that the parties will complete a Risks and Benefits analysis of accelerating the unification by November 29, 2018. Lake Stevens Sewer District has adopted a similar resolution.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:

ATTACHMENTS: ► Exhibit A: Resolution 2018-24

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION NO. 2018-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, IDENTIFYING CERTAIN STEPS TO BE UNDERTAKEN WITH THE LAKE STEVENS SEWER DISTRICT RELATED TO THE UNIFIED SEWER SERVICES AND ANNEXATION AGREEMENT.

WHEREAS, the City of Lake Stevens (the “City”) and the Lake Stevens Sewer District (the “District”) entered into the Unified Sewer Services and Annexation Agreement on May 23, 2005 (the “Unification Agreement”) when the District assumed the City’s sanitary sewer system.

WHEREAS, Step 2 of the Unification Agreement provides for the Unified Sewer System to be transferred to the City in its entirety no sooner than twenty years from the date of the District’s acceptance of Phase I of the Waste Water Treatment Plant and that twenty-year timeline would be 2032; provided that the City and the District may mutually agree to extend or accelerate that date; and

WHEREAS, the City has requested the parties enter into the required negotiations to establish an accelerated unification/transfer date; and

WHEREAS, the City is prepared to negotiate with the District to determine an appropriate date for the unification/transfer that protects the interests of the District’s assets and its ratepayers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City and the District shall adopt resolutions identifying what the risks and benefits are of accelerating the merger between the two entities.

Section 2. The City shall engage its resources committed to the following schedule to pursue Step 2 of the Unification Agreement: Risks and benefits analysis of accelerating the unification of the two entities shall be completed by November 29, 2018. If a decision is made to accelerate the merger between the two entities, the following schedule would apply:

- a. Within twelve (12) months, the City shall negotiate with the District and any necessary third parties to develop the terms, conditions and process for a successful implementation of Step 2 of the Unification Agreement.
- b. Legal counsel for the City shall work with legal counsel for the District to prepare the documents, establish terms and conditions and/or work out a phased process to successfully implement Step 2 of the Unification Agreement.
- c. An anticipated date by which Step 2 of the Unification Agreement will be accelerated will be established as part of the work of the facilitator identified below.

Section 3. The City shall work with the District so that both entities are able to consider for adoption a concurrent plan to accelerate Step 2 of the Unification Agreement. The concurrent plan shall be created following this resolution to unify the two agencies no sooner than 5 years following adoption of this resolution and no later than 7 years following adoption of an amendment to the existing Unification Agreement that outlines the revised joint unification schedule.

Section 4. The City shall jointly participate in retaining the professional services of a mutually selected consultant to assist the City and the District to serve as a process facilitator after identifying issues, risks, solutions, public impacts and benefits in properly managing the implementation of Step 2 of the Unification Agreement. Included in the consultant scope of services, but not limited to these items will be:

- a. Development of the terms and timeline to complete unification of the two jurisdictions.
- b. Continuity of financial policies, covenants, and conditions.
- c. Labor contract compliance and protections.
- d. Transfer of assets from District to City.
- e. Risk management and insurance continuity.
- f. Uniformity of accounting practices and standards.
- g. Continuity of Sewer District management.

Section 4. If there is mutual agreement to hire a consultant, the City and District shall equally share the cost of the funding a consultant with specific experience in public sector mergers and content experts in the process. In the event that a consultant is hired, the City will commit to working closely with the District to finalize the facilitator scope of work and enter into a professional services contract.

Section 5. The City and the District are using their respective administrators and the Utility Committee to oversee the unification due diligence process.

PASSED by the City Council of the City of Lake Stevens this 23rd day of October, 2018.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney